Event Parking and Building Access

Due to limited available Visitor Parking for events in which outside guests whose attendance will exceed 10+ visitors, we have designated the top deck (P4) of the East Parking Garage as alternate parking for such events.

To assist the event attendees’ access entry onto the property and into AJ Gallagher the following measures have been put into place:

* Security will place A-frame “Event Parking” signs that will direct the guests to the east entry of the East Parking Garage.
* At the East Gate the guest will contact the Security Operations Center (SOC) through the gate intercom; the security officer will verify the guests name and the event they are attending and open the gate.
* Guests will proceed to the top deck (P4) and park; the guest will then proceed to the 1st Floor East Link Vestibule where a member from your team will be on hand to greet your guests and allow them access into the building**. Arrangements need to be made with Concierge prior, if**

**a team member is not available and Security needs to man that area. A charge of $30/hr. will be billed to your cost center.**

* All guests will then check in with reception that will have a pre-printed visitor badge waiting for them.  Please let attendees know they will need to present a state /federal issued ID.

Also, please remember to send your guest lists 48 hours prior to your meeting too:

* Concierge ([Global.HQ.Concierge@ajg.com](mailto:Global.HQ.Concierge@ajg.com)),
* Reception ([Global.HQ.Reception@ajg.com](mailto:Global.HQ.Reception@ajg.com)),
* Security ([Global.HQ.SecurityOperationsCenter@ajg.com](mailto:Global.HQ.SecurityOperationsCenter@ajg.com))

**We ask that the guests adhere to parking on the top deck (P4) as parking on any other parking deck will place them in violation of AJ Gallagher Parking Policies.**

Any additional questions or concerns should be directed to the Concierge Desk.