

# TWO LIBERTY CENTER

## ROOFTOP TERRACE RESERVATION REQUEST FORM

Date: \_\_\_\_\_

Requesting Tenant: \_\_\_\_\_

Tenant Rep for Event: \_\_\_\_\_

Tenant Rep's Fob Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Information

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ to \_\_\_\_\_

Estimated # of Attendees: \_\_\_\_\_

(List of outside guests must be provided to PMO 48 hours prior to event)

Request Notes: \_\_\_\_\_

### Housekeeping

Will Food be catered? \_\_\_\_\_. *If so, Property Management will require a COI from the catering company.*

Will Alcohol be served? \_\_\_\_\_. *If so, Property Management will require Tenant and/or caterer to include host liquor liability on their COI. Please also note that red wine is not permitted, due to the risk of stains to the pavers and rooftop furniture.*

### Other

Will the Loading Dock and Freight Elevator be used? \_\_\_\_\_

**Requested By:** \_\_\_\_\_  
(Signature of Authorized Tenant Representative)

**Reservation Confirmed by Building Management:** \_\_\_\_\_ **Date:** \_\_\_\_\_

NOTE: BE AWARE THAT ALTHOUGH THERE IS NO FEE FOR USE OF THE ROOFTOP TERRACE, ALL EVENT RELATED COSTS WILL BE CHARGED TO THE TENANT ORGANIZATION. PROPERTY MANAGEMENT REQUIRES A CERTIFICATE OF INSURANCE FROM ANY BUSINESS EMPLOYED BY TENANT 24 HOURS PRIOR TO EVENT.

# TWO LIBERTY CENTER

## ROOFTOP TERRACE RULES & GUIDELINES

The intent of the Rooftop Terrace is to offer a large overflow space for those Tenants who occasionally require a large gathering area beyond that of their own suite space. Please bear in mind that there are other Tenants within the building during normal business hours and beyond those hours, and that the users of the Rooftop Terrace should be considerate of other building occupants during their event. The Rooftop Terrace is not intended to be for banquet or party events that would be better served by the hospitality industry. The capacity of the Rooftop Terrace is approximately 100 people. These rules and guidelines are provided to ensure a safe, pleasant, and functional setting for all Tenants utilizing the Rooftop Terrace and conducting business within and around the building.

The following rules and procedures governing Rooftop Terrace events at Two Liberty Center have been established by the Property Management Office and are intended as guidelines within which Tenant sponsored events must operate.

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Alcohol  | <ul style="list-style-type: none"><li>• To protect the stone pavers and Rooftop Terrace furniture, <b>no red wine may be served</b>. All white wine and beer is permissible. If alcohol is served by tenant and/or caterer, the tenant and caterer should include host liquor liability on their certificate of insurance. Tenants who disregard the alcohol policy are subject to additional restrictions for the future use of the Rooftop Terrace.</li></ul>                                                                                                                                                                                                                                                                                     |
| Animals  | <ul style="list-style-type: none"><li>• No animals are permitted in the building except those assisting the disabled.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Caterers | <ul style="list-style-type: none"><li>• Tenants should ensure that their caterers understand the Rules and Guidelines for the Rooftop Terrace and ensure that their caterers abide by them. Caterers who disregard the Rules and Guidelines are subject to possible restrictions, including restrictions from being permitted to cater any future events.</li><li>• All caterers must supply a Certificate of Insurance 24 hours prior to arriving on site to Property Management.</li><li>• Tenants should contact the Property Management Office for further information regarding Certificates of Insurance.</li><li>• All caterers must use the loading dock and freight elevator. No deliveries will be permitted in the main lobby.</li></ul> |
| Clean-Up | <ul style="list-style-type: none"><li>• Tenants are responsible for the coordination and expenses of all event clean-up unless special arrangements have been made and approved in advance with the Property Management Office.</li><li>• If Tenant fails to clean the Rooftop Terrace, then Landlord, through use of Landlord's building janitorial contractor, reserves the right to clean the Rooftop Terrace and to invoice Tenant for said clean-up at Landlord's cost, plus an administrative fee of fifteen percent (15%).</li></ul>                                                                                                                                                                                                         |

## TWO LIBERTY CENTER

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Deliveries              | <ul style="list-style-type: none"> <li>• All deliveries associated with the set-up, implementation, and teardown of the Rooftop Terrace events must be routed through the loading dock and freight elevator.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Displays                | <ul style="list-style-type: none"> <li>• Signage or decoration may not be displayed in the lobby. Any damage occurring from such displays will be repaired by Landlord and will be billed back to the Tenant.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Food Preparation        | <ul style="list-style-type: none"> <li>• No open flame is permitted on the Rooftop Terrace.</li> <li>• All events with food service will have a mandatory cleaning charge to the Tenant.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Furniture and Equipment | <ul style="list-style-type: none"> <li>• Tenants need to provide Rooftop Terrace configuration requests and/or plans at time of booking.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Insurance               | <ul style="list-style-type: none"> <li>• Please contact the Property Management Office at (703) 589-9142 or <a href="mailto:TwoLiberty.Center@hines.com">TwoLiberty.Center@hines.com</a> to obtain the certificate of insurance requirements for your vendors.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Restrooms               | <ul style="list-style-type: none"> <li>• A restroom is provided on the Penthouse level adjacent to the elevator.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Occupancy               | <ul style="list-style-type: none"> <li>• Landlord reserves the right to limit the size and scope of any Rooftop Terrace event should Landlord reasonably determine that the size or scope of the event exceeds the capacity, intent, or safety of the facilities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Parking for Guests      | <ul style="list-style-type: none"> <li>• Guests may utilize the parking garage at the standard daily rates unless tenant purchases validations in advance from Parking Contractor at tenant's expense.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Scheduling              | <ul style="list-style-type: none"> <li>• All scheduling of the Rooftop Terrace occurs on a first-come, first-serve basis and must be made in writing, or by email, in advance with the Hines Property Management Office. Tenants may contact the Hines Property Management Office to determine the availability of the Rooftop Terrace, but an event is not officially scheduled until a written (Rooftop Terrace Request Form) request has been submitted to the Hines Property Management Office located at 4075 Wilson Boulevard, Suite 360, and the Hines Property Management Office has confirmed the reservation. <b><i>The Request form should include the following information: date of event, hours of event, number of guests, and purpose of event, name of caterer, if intending to serve alcohol, and any special request necessary.</i></b></li> <li>• Tenants must provide a minimum of (48) hours prior notice to reserve the Rooftop Terrace and requests will be accepted no more than ninety (90) days prior to the event date.</li> </ul> |

## TWO LIBERTY CENTER

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Smoking          | <ul style="list-style-type: none"><li>• Two Liberty Center is a non-smoking building. Therefore, smoking is not permitted on the property at any time other than in designated smoking areas.</li><li>• Tenants who disregard the Building smoking policy are subject to additional restrictions.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Sponsor / Tenant | <ul style="list-style-type: none"><li>• All Rooftop Terrace events must be “sponsored” by a Tenant firm of Two Liberty Center and must be germane to the business of the Tenant firm.</li><li>• The Rooftop Terrace is not available for personal use (such as receptions, private parties, and other similar type events). Landlord retains the sole right to use its reasonable judgment to determine whether an event qualifies to be held on the Rooftop Terrace.</li><li>• The Tenant shall be responsible for all its actions as well as those of its suppliers, vendors and visitors.</li><li>• No loud, abusive or otherwise offensive language or actions will be allowed. Tenant shall promptly remove from Site any employee, vendor or visitor deemed inappropriate or abusive by Landlord or Landlord’s agent.</li></ul> |

**AGREED TO AND ACCEPTED**

**By (Please Print):** \_\_\_\_\_

(Tenant Representative)

**Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed/approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Property Management