

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.