

# TYSONS TOWER PENTHOUSE EVENTS

## NON-TENANT EVENT REQUEST FORM

Name: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Requestor Phone Number: \_\_\_\_\_

Requestor Email: \_\_\_\_\_

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

Number of Guests Expected: \_\_\_\_\_

\*Event Start Time (including setup): \_\_\_\_\_

\*Event End Time (including cleanup): \_\_\_\_\_

Will you be working with vendors and/or expecting deliveries?       Yes     No

Vendor Name: \_\_\_\_\_

Vendor Contact Information: \_\_\_\_\_

Will alcohol be served at the event?       Yes     No

If yes, additional fees will be charged. See Rules and Regulations for specifics.

Will you require parking accommodations?       Yes     No

Parking Details: \_\_\_\_\_

Guest Check-in Details & Plan: \_\_\_\_\_

# TYSONS TOWER PENTHOUSE EVENTS

## RULES AND REGULATIONS

- To secure a planned event within the building, the completed Event Request Form must be given to the concierge, via email, who will then sign off on the form after confirming with Property Management to confirm the reservation. Reservations are not confirmed until a fully executed form is returned to the requestor.
- All forms must be submitted at least three (3) business days in advance, especially if there alcohol will be present.
- Host shall choose a caterer from the list of pre-approved caterers, attached.
- All event vendors (caterers, A/V technicians, etc.) must provide a Certificate of Insurance (COI) meeting the building's insurance requirements no later than three (3) business days in advance for review and approval by Property Management. See Insurance Requirements.
- All events with alcohol require a valid liquor license. Liquor license must be provided at least three (3) business days in advance.
- Tysons Tower Security Officers are required staff for all events where alcohol is served. One security officer will be required per 100 guests at any such events. A hourly fee for security officers will be charged to the sponsoring host at a four (4) hour minimum, unless otherwise arranged in writing.
- All cancellations must be received by the concierge in writing no less than 48 hours in advance of the scheduled event. If proper notice of cancellation is not given, the sponsoring host may be subject to charges for any arrangements made on their behalf.
- All equipment, trash, materials, etc. must be removed immediately following the event. The area must be cleared no later than 12:00am, midnight.
- No trash or stains should be left behind. If so, there is a \$50/trash bag fee for remaining trash and a \$50/per hour cleaning charge, with a four (4) hour minimum. Any stains (i.e. red wine, dark drinks, or food) will be removed and billed back to the sponsoring host.
- Caterers are forbidden from using the sinks in the penthouse.
- Host is responsible making arrangement for any additional furniture (preferably through caterer), and for returning penthouse furniture to its original configuration.
- All deliveries &/or equipment must be brought up to the Penthouse through the freight elevator rather than passenger elevators. Loading and unloading must take place in the Loading Dock.
- Host must complete a Special Access Form three (3) business days in advance for vendor's use of the loading dock for review and approval by Property Management.
- Smoking is strictly prohibited on the penthouse.
- Maximum capacity for the penthouse is 254 occupants with current penthouse furniture. When additional furniture is added, this occupancy number decreases. The estimated square footage is 2,200.
- No items or decorations may be affixed to the walls, doors, glass, furniture, etc. of the Tysons Tower penthouse.
- The use of candles, heaters, and any other heat sources or open flames are strictly prohibited on the penthouse, with the exception of catering sternos.
- Special parking arrangements can be made directly with Parking at [tysons1@12oaksparking.com](mailto:tysons1@12oaksparking.com).
- Tysons Tower reserves the right to terminate any event immediately should guests of the penthouse cross into gated or restricted areas.

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Sponsor

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Property Management (optional)

# TYSONS TOWER PENTHOUSE EVENTS

## PRE-APPROVED CATERERS

Name	Phone	Email	Manager/Owner
Main Event Catering	703-820-2028	<a href="mailto:courtney@maineventcaterers.com">courtney@maineventcaterers.com</a>	Courtney Porter
Hungry	703-389-3284	<a href="mailto:molly@tryhungry.com">molly@tryhungry.com</a>	Molly McAnany
To Your Taste	202-486-4082	<a href="mailto:cc@toyourtastecatering.com">cc@toyourtastecatering.com</a>	Cheryl Connors
Windows Catering Company	703-752-9437	<a href="mailto:nicoleg@catering.com">nicoleg@catering.com</a>	Nicole Buchanan

*Please note: All Tysons Corner Center Restaurants are eligible to cater Penthouse events with a valid COI and liquor license, where applicable.*

## INSURANCE REQUIREMENTS

**Address:**

Tysons Corner Office I, LLC  
 Attn: Hines Property Management  
 7900 Tysons One Place, Suite 200  
 McLean, VA 22102

**Certificate holder information:**

Tysons Corner Holdings, LLC  
 Attn: Management Office  
 1961 Chain Bridge Road  
 McLean, VA 22102

**Named Insureds:**

- Hines Interests Limited Partnership
- Tysons Corner Office I, LLC,
- Tysons Corner LLC,
- MACW Tysons, LLC,
- MACWH, LP,
- Walleye Retail Investments LLC,
- Macerich Walleye LLC,
- and all owned, managed, controlled, non-controlled and subsidiary companies, corporations, entities, joint ventures, lenders, ground lessors, LLC's, partnerships and all their constituent partners and members.
- Walleye LLC,
- DB Holdings LLC,
- MACDB Corp.,
- Tysons Corner Property LLC
- The Macerich Partnership L.P.,
- The Macerich Company,

**Minimum Standards (Caterers, Party Rentals, etc):**

- Workers Comp (as required by law)
- Employer's Liability (\$500,000)
- Comprehensive General Liability (\$1M each occurrence, \$2M aggregate)
- Umbrella (\$2M each occurrence, \$2M aggregate)
- Comprehensive Auto Liability (\$1M combined single limit)
- Liquor liability applies to vendors/caterers only if serving alcohol; the limit is determined by the vendor/caterer (\$1M)

**Required Conditions:**

- Insurer must have a Best Insurance Guide Rating of A-/VIII or better
- Policies must include a 30-days prior notice of cancellation or non-renewal
- Policies must include Waiver of Subrogation provision
- Policies must include Primary and Noncontributory language

Please return signed and completed forms to [Cooper.Restivo@Hines.com](mailto:Cooper.Restivo@Hines.com) and [Charlene.Robinson@hines.com](mailto:Charlene.Robinson@hines.com)