

TYSONS TOWER PENTHOUSE EVENTS
TENANT EVENT REQUEST FORM

Tenant: _____

Authorized Tenant Contact: _____

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 Property Management, via email, who will then sign off on the form after confirming 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 alcohol will be present.**
- Tenant shall choose a caterer from the list of pre-approved caterers, attached.
- All exercise classes must use an instructor from the building's fitness center management company. The instructor shall be arranged through the building's fitness center manager, tysonstower.fitness@hines.com.
- 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 COI form.
- 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 tenant events where alcohol is served. One security officer will be required per 100 guests at any such events. A fee of \$35/hour for security officers will be charged to the sponsoring tenant at a four (4) hour minimum.
- All cancellations must be received by Property Management in writing no less than 48 hours in advance of the scheduled event. If proper notice of cancellation is not given, the sponsoring tenant 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.
- Tenant is responsible for making arrangements for any additional furniture (preferably through a 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.
- Tenants 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.
- All events fall under the sponsoring tenant's insurance.
- 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.
- Tysons Tower reserves the right to terminate any event immediately should guests of the penthouse cross into gated or restricted areas.

Sponsoring Tenant Representative

Property Management

TYSONS TOWER PENTHOUSE EVENTS

PRE-APPROVED CATERERS

Name	Phone	Email	Point of Contact
Main Event Caterers	703-820-2028	latoria@maineventcaterers.com	Latoria Williams
Hungry	703-389-3284	molly@tryhungry.com	Molly McAnany
RSVP Catering	703-573-8700	amayyou@RSVPcatering.com	Ashley Mayyou
Root and Stem	571-749-4140	michelle@rootandstemdc.com	Michelle Pulliam
Windows	703-752-9437	nicoleg@catering.com	Nicole Buchanan

** Caterers with an asterisk do not have a VA ABC license on file. If you choose to use this caterer and want to have alcohol at the event you can procure a one-day Banquet License from the state of Virginia. Ask Management for more details.*

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