

# 7<sup>TH</sup> FLOOR LOUNGE RENTAL AGREEMENT

Renter's Name: \_\_\_\_\_

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

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

Event Time: \_\_\_\_\_

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

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

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

Renter agrees to pay a non-refundable **rental fee of \$250.00**. This charge will appear on your company's next monthly rent statement. Renter is responsible for reimbursing Company for this Rental Fee. Renter is responsible for all damages, including lost or stolen property, to the 7th Floor Lounge/Outdoor Deck and its contents, furniture and fixtures. Renter agrees to abide by all Rules and Regulations, local ordinances and state laws including, but not limited to, those referring to: liquor consumption of anyone under 21 years of age, use of drugs, alcohol or controlled substances, disturbing the peace, disorderly conduct, vandalism and theft. Renter is responsible for the conduct of all guests. Twelve01West assumes no responsibility for Renter or their guests' property or safety. Renter must be present during the entire event. Renter agrees to clean and restore the 7th Floor Lounge and Outdoor Deck to their prior condition immediately following their event.



## ADDITIONAL FEES

- **Lobby Security: \$47/hr after 6:00PM Monday-Friday and all day Saturday & Sunday**
- **HVAC: \$60/hr after 8:00PM Monday-Friday, after 2:00PM Saturday & all day Sunday**

## ADDITIONAL INSURANCE

Owner may require different or additional insurance, depending on the nature of the use or if alcohol will be present. All indemnification, insurance, limitations on liability and waiver of subrogation provisions set for in Tenant's lease shall be applicable to both the event and Tenant's use of the Roof Deck, as if the same was a portion of Tenant's leased premises.

## CATERING AND VENDORS

Users may have food and refreshments catered in the space(s) by a vendor of their choice, but are responsible for notifying the Office of the Building if any outside vendors will be used. All such vendors will be subject to approval by the Office of the Building prior to an event and a certificate of insurance must be submitted for any and all outside vendors.

# 7<sup>TH</sup> FLOOR LOUNGE RENTAL AGREEMENT

## RULES, REGULATIONS & POLICIES

- Outdoor grills are available for your use. Please request grilling utensils from the management office. There is a \$100 fee for utensils not returned to the management office.
- A guest list must be provided to the Security Desk to ensure that only invited guests are permitted into the building. There is a fee of \$47 per hour after 6:00 P.M. M-F and all day Saturday and Sunday for security services.
- Noise must be kept to a minimum. Disturbances to other tenants at Twelve01West will result in a termination of your event.
- Food and drink are allowed. You must provide a certificate of insurance from any catering services. Your caterer must provide evidence of Dram or Liquor Liability insurance if serving alcohol.
- Please use the trash receptacles and/or trash room to properly dispose of any trash.
- All items must be removed from the refrigerator and cabinets. An additional cleaning fee will be incurred to remove items left in the refrigerator and cabinets.
- No items may be attached to the walls.
- No pets allowed.
- Smoking and illegal substances are prohibited anywhere in the building including in the 7th Floor Lounge and Roof Deck.
- Access to the 7th Floor Fitness Center is not included in the 7th Floor Lounge Rental.
- Management reserves the right to terminate the event for violation of any rules outlined in this agreement or for any illegal activities.
- No event held in the Lounge or on the Roof Deck may be used to generate income or profit for tenant, and use is strictly limited to events incidental to tenant's business (e.g., a party for employees) or be of a personal nature (e.g., retirements, business anniversary parties, etc.).
- The Lounge and Roof Deck shall not be used for any event honoring, featuring or raising funds for any public official, political organization or other entity that has a political or partisan characterization.
- User may not use the Lounge or Roof Deck if an uncured default exists under its lease in the Building.
- The Office of the Building reserves the right to impose a reasonable limitation on the number of events which a Tenant may hold within anyone (1) month or within any twelve (12) month period.
- When reserving for an event, the Tenant is responsible for obtaining all necessary and appropriate permits and licenses from each vendor relating to the event and providing copies of each item to the Office of the Building.
- Tenant is responsible for complying with all requirements of law relating to such event.
- One Security Guard(s) will be required at the discretion of Office of the Building, and will be an additional cost to the user.
- All events must be concluded by 11:00 P.M. and will be strictly enforced.
- Guests must use elevators designated by the Office of the Building.
- Entrance for event will be limited to the main entrance. However, all building entrances must remain unobstructed at all times.
- The Roof Deck doors are to be closed at all times.
- Guests must stay within designated area only.
- Tenants are responsible for keeping guests orderly at all times.
- No individuals under the age of eighteen (18) shall be permitted on the Roof Deck or in the Lounge.

I agree to abide by the Rules and Regulations set forth herein and assume all responsibility for personal injury and property damage or loss suffered by me and my guests in connection with the use of the 7th Floor Lounge and Outdoor Deck. I hereby hold harmless and indemnify Twelve01West, its Owners, Management, Employees and Agents from any loss, claims, or liabilities of any kind or nature whatsoever arising from personal injury or property damage incurred, or loss suffered by me or my guests in connection with the use of the 7th Floor Lounge and Outdoor Deck.

Renter: \_\_\_\_\_

Company Representative: \_\_\_\_\_

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

Twelve01West Management: \_\_\_\_\_