

Updated 05/2024

# 1861 INTERNATIONAL DRIVE TERRACE EVENTS

## TENANT EVENT RESERVATION & REQUEST FORM

Sponsoring Tenant: \_\_\_\_\_

Authorized Tenant Contact: \_\_\_\_\_

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

Requestor's Email: \_\_\_\_\_

Requestor's Phone Number: \_\_\_\_\_

Location: \_\_\_\_\_

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: \_\_\_\_\_

Would you like the Terrace Games to be left out (Bocce, Corn Hole)? Yes No

If so, which games and until when should they be left out?: \_\_\_\_\_

## **1861 INTERNATIONAL DRIVE TERRACE EVENTS RULES AND REGULATIONS**

- To secure a planned event in building common areas, the completed 1861 International Drive Terrace Event Reservation & 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, [elizabeth.hernandez@teamcfw.com](mailto:elizabeth.hernandez@teamcfw.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.
- Campus 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.
- If engineering services are required for the event, then those hourly charges will be billed to the sponsoring tenant. Please note there may be a four (4) hour minimum and the hourly cost may vary.
- Any events involving catering require submittals of the caterers' certificate of insurance per the base building requirements.
- Any alcohol present must be served by a caterer with a valid alcohol license. The alcohol license must be provided to management three (3) business days in advance. All A.B.C. rules must be followed.
- All equipment, trash, materials, etc. must be removed from the premise immediately following the event. The area must be cleared no later than 12:00am, midnight.
- No trash or stains should be left behind. If there is, then a \$50/trash bag fee for remaining trash and a \$50/per hour cleaning charge, with a four (4) hour minimum will be billed to the sponsoring tenant. Any stains (i.e. red wine, dark drinks, or food) will be removed and billed back to the sponsoring tenant.
- Tenant is responsible for making arrangements for any additional furniture (preferably through a caterer), and for returning Terrace furniture to its original configuration including any and all Terrace Games.
- Special parking arrangements can be made directly with AmeriPark at [tysons1@ameripark.com](mailto:tysons1@ameripark.com).
- All events fall under the sponsoring tenant's insurance.

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Sponsoring Tenant Representative

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Property Management

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

## 1861 INTERNATIONAL DRIVE TERRACE EVENTS PRE-APPROVED CATERERS

Name	Phone	Email	Point of Contact
Main Event Caterers	703-820-2028	<a href="mailto:latoria@maineventcaterers.com">latoria@maineventcaterers.com</a>	Latoria Williams
Hungry	703-389-3284	<a href="mailto:molly@tryhungry.com">molly@tryhungry.com</a>	Molly McAnany
RSVP Catering	703-573-8700	<a href="mailto:amayou@RSVPcatering.com">amayou@RSVPcatering.com</a>	Ashley Mayyou
Root and Stem	571-749-4140	<a href="mailto:michelle@rootandstemdc.com">michelle@rootandstemdc.com</a>	Michelle Pulliam
Kimberly's Corporate Catering	703-448-7298	<a href="mailto:mike@kimberlyscorporatecatering.com">mike@kimberlyscorporatecatering.com</a>	Kimberly Lawler

\* 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 Terrace events with a valid COI and liquor license, where applicable.

### INSURANCE REQUIREMENTS

**Address:**

Tysons Corner Property, 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 Property LLC,
- MACW Tysons, LLC,
- MACWH, LP,
- Walleye Retail Investments LLC,
- Macerich Walleye LLC,
- IMI Walleye LLC,
- DB Holdings LLC,
- MACDB Corp.,

- The Macerich Partnership L.P.,
- The Macerich Company,
- 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.

**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