

Updated 07/2025

1861 INTERNATIONAL DRIVE CONFERENCE ROOM

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: _____

1861 INTERNATIONAL DRIVE CONFERENCE ROOM

RULES AND REGULATIONS

- To secure a planned event in building common areas, the completed 1861 International Drive Conference Room 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.**
- 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 \$39/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, i.e. security guards.
- 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 submittal 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 or by the tenant with a valid banquet license. The alcohol license and/or banquet licenses 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.
- Animals are not permitted in the building except for service animals.
- Tenant is responsible for making arrangements for any additional furniture (preferably through a caterer), and return conference room furniture to its original configuration or fees will apply.
- 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 with fees.
- No items or decorations may be affixed to the walls, doors, glass, furniture, etc. of the conference rooms.
- HVAC is available for conference room meetings and events after office hours for a rate of \$55 per hour, including setup and take-down.
- Fees may be charged if it is not returned to its original configuration. All deliveries associated with the set-up, implementation, and breakdown of events must be coordinated through the loading dock with access available by freight elevator only.
- Special parking arrangements can be made directly with 12oaks at tysons1@12oaksparking.com.
- All events fall under the sponsoring tenant's insurance.

Sponsoring Tenant Representative

Property Management

1861 INTERNATIONAL DRIVE CONFERENCE ROOM PRE-APPROVED CATERERS

Name	Phone	Email	Point of Contact
Main Event Caterers	703-820-2028	erick@maineventcaterers.com	Erick Hurtado
Hungry	703-980-5127	taylor@tryhungry.com	Taylor Morinigo
RSVP Catering	703-573-8700	amayyou@RSVPcatering.com	Ashley Mayyou
Root and Stem	571-749-4140	michelle@rootandstemdc.com	Michelle Pulliam
Kimberly's Corporate Catering	703-448-7298	mike@kimberlyscorporatecatering.com	Kimberly Lawler

* COI's are required for all caterers and vendors *

* 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,
- Hines Management Services LLC,
- 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