

Updated 07/2024

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.
- 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.
- All events fall under the sponsoring tenant's insurance.

Sponsoring Tenant Representative

Property Management

Please return completed form to Cooper.Restivo@Hines.com and Charlene.Robinson@hines.com

1861 INTERNATIONAL DRIVE TERRACE 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 | amayou@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 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

Please return completed form to Cooper.Restivo@Hines.com and Charlene.Robinson@hines.com