

ROOFTOP TERRACE RENTAL REQUEST FORM

Date of Activity:

Tenant Contact:

Start Time: End Time:

Phone Number:

Tenant:

Email Address:

Number of People Attending:

TYPE OF EVENT

Client Meeting

Department Meeting

Company Social

Other (describe) -

CATERING

Catering: Yes No

Alcohol: Yes No

Catering Vendor:

Delivery Time:

ADDITIONAL RESOURCES

Putting Green Golf Clubs

Access to Catering Kitchen

BBQ Utensils

Games

Fire Pit On

CANCELLATION POLICY

All Rooftop Terrace Requests must be accompanied by this Request Form. Terrace hold requests will be honored for 24 hours without a Request Form. If a Request Form has not been received within 24 hours, the hold will be canceled without notice.

Event cancellation due to inclement weather must be made within 24 hours of your event date.

BACKUP VENUE

Conference Center

SPECIAL INSTRUCTIONS

Signature:

Date:

OFFICE USE ONLY

Management Authorization:

Date:

ATTENTION: Property Management Security Loading Dock Janitorial Engineering

Rooftop Terrace

- Located on the 2nd Floor
- Use bank of elevators serving Floors 2-15 to access terrace
- Available to all 601 City Center tenants and their guests year-round (weather permitting)
- Open Monday – Friday, 7:00 a.m. to 8:00 p.m. (unless reserved for private event)
- Under 24/7 video surveillance
- Ample Terrace seating, hammocks, fire pit, BBQ with seating area, catering kitchen (located next to conference center)
- Free Wi-Fi
- Putting Green
- Games – Jenga

The intent of the Rooftop Terrace is to offer a large overflow space for tenants to gather. Please bear in mind that there are other tenants in the building, both during normal business hours and beyond, and that users of the Rooftop Terrace should be considerate of other building occupants while using the Rooftop Terrace. The capacity of the Rooftop Terrace is 252 maximum occupancy. These rules and guidelines are provided to ensure a safe, pleasant, and functional setting for all tenants utilizing the Rooftop Terrace and conducting business within the building. The following rules governing Rooftop Terrace at 601 City Center are intended as guidelines.

General Use Rules

- Smoking is prohibited on Rooftop Terrace.
- Furniture can be moved but must be placed back in its original location after it is used and please do not drag furniture as it can damage decking.
- Please clean up after each use. Tenants are responsible for making sure that all trash and recyclables are thrown away in trash receptacles.
- General use of the BBQ is on a first-come first-serve basis.
- Tenant can reserve the BBQ for small casual gatherings. Keep in mind when reserving the BBQ for your use that the Rooftop Terrace will remain open to all tenants (unless you have reserved the Rooftop Terrace for a private event per the section below). Contact Building Management for reservations.
- Tenants are responsible for cleaning the BBQ and countertops after each use.
- Putting green is open to all tenants on a first-come first-serve basis. Golf clubs and balls are available from the Building Management office.
- Please note that putting green is intended for putting only (no driving or excessive force is to be used).
- Please be sure to stay off the landscape areas.
- No drones.
- No animals are permitted on terrace except those assisting the disabled.
- Use of the Rooftop Terrace is limited to a maximum of 252 persons.

Private Event Rules

- Scheduling of the Rooftop Terrace for private events are on a first-come, first-serve basis and must be made in writing and/or reserved in the Angus Reservation System, or by email at 601cc@shorestein.com, in advance with the Building Management Office. Tenants may contact the Building Management Office or check Angus Reservation System to determine the availability of the Rooftop Terrace, but an event is not officially scheduled until a written (Rooftop Terrace Request Form) request has been submitted and the Building Management Office has confirmed the reservation. The Request form [\(insert link to request form\)](#) should include the following information: date of event, hours of event, number of guests, purpose of event, name of caterer (if applicable), if intending to serve alcohol, and any special request(s) necessary.
- Maximum Rooftop Terrace capacity is 252 maximum occupancy. Landlord reserves the right to limit the size and scope of any Rooftop Terrace event should Landlord reasonably determine that the size or scope of the event exceeds the capacity, intent, or safety of the facilities.
- Tenants must provide a minimum of 72 hours prior notice to reserve the Rooftop Terrace and requests will be accepted no earlier than 90 days prior to event date.
- Tenants should ensure that their caterers understand the Rules and Guidelines for the Rooftop Terrace and ensure that their caterers abide by them. Caterers who disregard the Rules and Guidelines are subject to possible restrictions, including restrictions from being permitted to cater any future events at the building.
- Tenant shall be responsible for all its actions as well as those of its suppliers, vendors and visitors.
- If alcohol is served by tenant and/or caterer, the tenant and caterer should include host liquor liability on their certificate of insurance. Tenants who disregard the alcohol policy are subject to additional restrictions for the future use of the Rooftop Terrace.
- All deliveries & caterers associated with the set-up, implementation, and teardown of the Rooftop Terrace events must be routed through the loading dock and freight elevator. No deliveries will be permitted through the main lobby.
- Loading/Unloading: The loading dock to be used is accessible via 12th Street. Tenant shall schedule any loading/ unloading with Building Management office no less than 72 hours prior to the event. Loading/Unloading time is limited to 60 minutes during building hours.
- Any decorations for the Event must be approved by Building Management.
- Tenants are responsible for the coordination and expenses of all event clean-up unless special arrangements have been made and approved in advance with the Building Management Office.
- If Tenant fails to clean the Rooftop Terrace, then Landlord, through use of Landlord's building janitorial contractor, reserves the right to clean the Rooftop Terrace and to invoice Tenant for said clean-up at Landlord's cost.

Interested in reserving Rooftop Terrace for a private business event? Please contact 601 City Center Building Management at 510-488-3500 or 601CC@shorestein.com for more information. Or to make a reservation please use our Angus Reservation System.