

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

Please complete this form and send it to the 601 City Center Building Management

Phone: 510-488-3500

Email: 601cc@shorenstein.com