

# 1015 HALF STREET

## ROOFTOP TERRACE RESERVATION REQUEST FORM

Date: \_\_\_\_\_

Requesting Tenant: \_\_\_\_\_

Tenant Rep for Event: \_\_\_\_\_

Tenant Rep's Fob Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Information

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ to \_\_\_\_\_

Estimated # of Attendees: \_\_\_\_\_

(List of outside guests must be provided to PMO 48 hours prior to event)

Request Notes: \_\_\_\_\_

### Housekeeping

Will Food be catered? \_\_\_\_\_. *If so, Property Management will require a COI from the catering company.*

Will Alcohol be served? \_\_\_\_\_. *If so, Property Management will require Tenant and/or caterer to include host liquor liability on their COI. Please also note that red wine is not permitted, due to the risk of stains to the pavers and rooftop furniture.*

### Other

Will the Loading Dock and Freight Elevator be used? \_\_\_\_\_

Requested By: \_\_\_\_\_  
(Signature of Authorized Tenant Representative)

Reservation Confirmed by Building Management: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: BE AWARE THAT ALTHOUGH THERE IS NO FEE FOR USE OF THE ROOFTOP TERRACE, ALL EVENT RELATED COSTS WILL BE CHARGED TO THE TENANT ORGANIZATION. PROPERTY MANAGEMENT REQUIRES A CERTIFICATE OF INSURANCE FROM ANY BUSINESS EMPLOYED BY TENANT 24 HOURS PRIOR TO EVENT.**