



**101 MONTGOMERY STREET BUILDING
RULES FOR SPECIAL EVENTS, PARTIES, ETC.**

1. Current and valid Tenant COI (Certificate of Insurance) must be on file.
2. Tenant must make a request for said special event or party at least one (1) week in advance.
3. Tenant must provide the following in writing:
 - (a) Proposed date and times of said special event or party.
 - (b) Nature of said special event or party.
 - (c) Estimated number of people invited and alphabetized list of guests.
 - (d) Name(s) of caterers, florists, furniture rental, etc., who will be entering the building to accommodate said special event or party.
 - (e) A contact name and number of someone who can be reached during the event for any issues that may arise.
4. HVAC (Heating, Ventilation and Air Conditioning) is turned off at 6:00 p.m on weeknights and all day on weekends. If you request after-hours heating, ventilation or air conditioning, there will be a charge for this service. Do not tamper with the thermostats. This will not change the air temperature after hours and will damage the pneumatic controls. The only way to cool or heat your suite, or maintain air flow, is to request after-hours HVAC through the Angus Work Order system at least 24 business hours in advance.
5. **ABSOLUTELY NO COOKING, HEATING OF OIL OR FRYING IS ALLOWED.** Food may be heated by convection ovens or microwave ovens as long as the odors do not penetrate into the hallway or other areas of the Building.
6. Landlord discourages the serving of alcoholic beverages at special events or parties due to laws governing the serving of alcohol and inferred liability. If alcohol will be served, please add a rider to your COI for liquor liability or, if a caterer will be serving the alcohol, request your caterer to produce liquor liability insurance. Proof of this insurance must be submitted to Building Management prior to the event.

By signature below, I acknowledge I have received, read and agree to abide by these rules:

Signature

Title

Name

Date