

ROOF TOP TERRACE USE REQUIREMENTS
607 14th Street NW
WASHINGTON, DC 20004

This building has a roof top terrace that is one of the amenities for the convenience and pleasure of the building clients. To reserve the terrace for your exclusive use, please complete and return this form to the management office at least ten (10) days prior to the date you wish to use the facility: scanned copy to Alexandra Yeider, AYeider@carrprop.com , and Vivy Calizon, VCalizon@carrprop.com, or mailed to 1455 Pennsylvania Ave, NW Suite 110 Washington, DC 20004.

Client hosting event: _____ Suite: _____

Client Contact for event: _____ Phone #: _____

Date of event: _____ Time period of event: _____

Type of event: _____ Time of set up: _____

Number of attendees expected: _____ (CANNOT EXCEED 75 per fire code)

Caterer: _____ Phone #: _____

Alcoholic Beverages (please check one): Yes: No:

Security Guard Company: _____ Phone #: _____

- Dates and times will be granted on a first come, first serve basis, subject to the operation and availability of the building. Exclusive use of the terrace can only be provided after 5:00pm Monday-Friday. All events must conclude by 11:00pm.
- The client using the facility must forward a Certificate of Insurance evidencing an occurrence-based commercial comprehensive general liability policy with a minimum single limit of \$5,000,000, including bodily injury, property damage, and personal injury liability. Client's contractor(s) (caterer, janitorial, security, etc.) must also provide evidence of insurance as follows: Commercial comprehensive general liability insurance, including contractor's liability coverage, contractual liability coverage, completed operations coverage, broad form property damage endorsement, and contractor's protective liability coverage to afford protection with limits for each occurrence of not less than \$5,000,000 with respect to personal injury, death, or property damage. In addition, client's contractor(s) must provide evidence of worker's compensation as required by law and liquor liability insurance if alcohol is to be served. **REEP-OFC Westory DC, LLC , CARR REALTY PARTNERS, LLC, CARR PROPERTIES OC, LLC, CARR PROPERTIES SERVICES SUBSIDIARY CORP and AFFILIATED COMPANIES MUST BE named as Additional Insured on these insurance policies and must be noted on the Certificate of Insurance.** If all acceptable certificates of insurance are not received prior to the event, the client will be denied access and the use of the facility on the scheduled date, no exceptions.

- The client will be responsible for adequate clean-up and security personnel during the hours of the event and for returning the facilities to their original condition upon completion of the event. A security deposit may be required from the client prior to the event being held, to be used to offset any costs incurred by the building due to the use of the facilities if problems are not corrected by the client prior to the start of the next calendar day.*Front desk guard is staffed 24/7 , 202-393-1260
- The client shall be responsible for the arrangement, receipt, and return of any deliveries and/or equipment used during the event.
- The use permit for the roof top terrace held by the building owner from the District limits the number of people to **75**. If at any time during the event, the building management representative feels the number of persons using the facility is exceeding the stated limit or is posing danger to the building, the admittance of more people into the event will cease.
- The client is solely responsible for compliance with these requirements, the repair of any damages, or reimbursement to the landlord of monies expended for any damages or repairs needed due to the event being held.
- The roof top terrace is considered a Common Area in accordance with the Lease between the landlord and client. Therefore, the Lease will be the governing document and all terms and conditions applicable to the use of this common area and the building by the client, its employees, agents, subclients, business invitees, licensees, customers, clients, family members, guests, or trespassers, will apply.

If you have any questions or comments, please contact call the property management office at 202-349-4060 during normal business hours.

Submitted this _____ day of _____, 20_____

By: _____ Client: _____

Print Name: _____