

The Pinnacle and 3445 Peachtree

❖ TENANT EVENT APPLICATION FORM ❖

All items listed below as well as this form must be submitted no later than 2 weeks prior to the event.

1. A brief description of the event stating the purpose, date and time, and any other applicable details and/or special requests. Also, please remember that Sky Garden Events require a License Agreement.

Tenant _____

Date _____ Time _____ to _____

Event Location _____

Purpose/Description _____

2. Certificate of Insurance and Evidence of Property Certificate from the Tenant specifically issued for the event (see Tenant Insurance Requirements). Waiver of Subrogation must be included in the policies.

3. All vendors must provide COI's, including but not limited to: event planning, deliveries, furniture rental, entertainment, catering, etc. All Vendor Certificates of Insurance must meet the minimum coverage amounts required by the landlord (see Vendor Insurance Requirements).

4. If alcohol is to be served at the event, Catering Company must carry Liquor Liability Insurance in an amount of no less than \$1,000,000.00. Contact Property Management regarding catering restrictions for Sky Garden Events.

Is Alcohol being Served? _____

5. If entertainment includes music (live, DJ, or other), performances must start after hours (6:00 pm) during week days, so as to ensure neighboring tenants are not disturbed, and comply with existing noise ordinances.

6. After Hours Access forms must be submitted for all Vendors providing services during the event.

7. OTHVAC forms must be submitted at least 48 hrs prior to the event.

8. A List of Attendees and general headcount.

9. Validation of Parking Cards and extended Parking Attendant Services (after hours) must be coordinated through the Parking Garage Manager. For large events, extended Parking Attendant Hours will be compulsory at tenant's cost.

10. Security services must be arranged through our Director of Security. If Alcohol will be served, a security officer must be posted on the floor(s) at all times during the event, at tenant's cost.

11. Housekeeping services must be coordinated through our Housekeeping Manager, at tenant's cost.

The event must comply with all terms and conditions established by the lease agreement. For questions or additional information regarding tenant sponsored events at The Pinnacle and 3445 Peachtree, please contact Property Management at 404-846-8291.

Form Submitted By _____ Date _____