

**Lobby Event Rules of Site
For
Tenants**

The following rules and regulations (“Lobby Rules of Site” or “Rules of Site”) governing lobby event work at Columbia Square ("Site") by _____ hereafter referred to as “Tenant” and/or “Event Sponsor, have been established by the Landlord and are intended as guidelines within which Event Sponsor must operate. (For purposes of the Rules of the Site, “Landlord” and “Owner” are defined as 13th & F Associates Limited Partnership and is represented by Hines Interests Limited Partnership) It is the intent of the Landlord to cooperate with the Event Sponsor consistent with the fact that the progress of all Landlords’ Contractor's Work must have priority over any Event Sponsor's Work.

Event:	
Date of Event	
Start Time	
End Time	
Set Up Time	

1. The Event Sponsor shall be responsible for all its actions on the Site as well as those of its subcontractors, suppliers, agents and visitors. No loud, abusive or otherwise offensive language or actions will be allowed. Event Sponsor shall promptly remove from Site any employee deemed inappropriate or abusive by Owner.
2. Prior to the commencement of Event Sponsor work, the Event Sponsor must procure coverage as provided for in its Lease Agreement.
3. In general, all of the Event Sponsor's Work must be scheduled so that it in no way conflicts with, interferes with or impedes the progress of the Owner's Contractor's Work and/or Owner's operations and/or Tenant operations. Any portion of Separate Contractor's Work that is in conflict with Owner's Contractor's Work and/or Owner's operations and/or Tenant operations must be rescheduled by the Separate Contractor. All work by Event Sponsor must be approved by Owner in advance of commencing such work.
4. The Event Sponsor must, in the presence of the Owner's representative, review the existing conditions prior to commencing work and is obligated to protect both the existing area and any adjacent area as directed by the Owner's representative, to include floors, walls, and elevators if so required.
5. Before the Event Sponsor will be allowed to move materials, equipment, personnel or any other items on to the Site, or commence its work, the Event Sponsor must procure written permission from the Owner. Such permission will be given when suitable arrangements have been made between the Event Sponsor and Owner and the method of charges related to the coordination of Event Sponsor's Work with Owner has been agreed upon.
6. Clean-up and rubbish removal (to include, but not limited to, all packaging, protection devices, event equipment & decorations and food service waste) by the designated service elevator or Owner

approved route will be the responsibility of the Event Sponsor at its sole expense. Under no circumstances will rubbish be left at the Site's Loading Dock. Hazardous or flammable materials are prohibited from the Site.

7. The Event Sponsor must schedule with the Owner shared use of the freight elevator during normal working hours (defined as 7:00 am to 7:00 pm Monday through Friday inclusive) for transportation of material and personnel. Event Sponsor must make prior arrangements with Owner for use of the freight elevator and Loading Dock at hours other than normal working hours and arrange with Owner to pay reasonable costs which may be associated with this use, to include normal working hours if so deemed by the Owner.
8. The Event Sponsor must schedule with the Owner access to the Loading Dock at the Site. All materials unloaded must be moved to the area immediately and shall not impact use of this facility in any way. **Storage is not provided at the Loading Dock.**
9. The Event Sponsor, its subcontractors, suppliers, agents and visitors may use only the designated area of the event, and are specifically prohibited from all non-associated Tenant areas, Site interior stairwells and all other areas other than those areas required for Event Sponsor's work. Restroom access will only be provided through prior arrangement of Owner.
10. Smoking is prohibited throughout the Site including the loading dock and at the exterior of all building entrances.
11. The Event Sponsor must be responsible for the security of its own materials, equipment, and work. Event Sponsor must provide Owner with immediate access to any area secured by Event Sponsor. Owner shall not be held liable for Event Sponsor's materials or equipment.
12. The Event Sponsor must be responsible for all damage to the Site or to Owner's Contractor's Work by Event Sponsor, its subcontractors, suppliers, agents and visitors. In the event damage occurs to site resulting from Event Sponsor's contractor, Owner shall be promptly reimbursed for said damages.
13. The Event Sponsor must comply with all governing safety and health regulations that pertain to such work in the District of Columbia and on the Site. Temporary fire protection equipment, in accordance with governing regulations, shall be provided by Event Sponsor at its sole expense.
14. The Event Sponsor must not engage in any labor practice that may impact the Owner's Contractor's Work. Event Sponsor shall comply with all Federal, State and Local laws pertaining to its Work.
15. The Event Sponsor shall in no way interfere with or endanger public pedestrian and vehicular traffic adjacent to the Site nor interrupt the flow of traffic in and out of the Site. If deliveries of materials are deemed by Owner to enter via the Lobby it will be the responsibility of Event Sponsor to procure the proper permits in accordance with local governing rules and regulations.
16. While working at the Site, the Separate Contractor **must maintain supervisory personnel on site at all times.** Such personnel must be fully empowered to coordinate, respond and authorize Separate contractor's Work as necessary to enable Owner's Contractor's Work to proceed.
17. The Event Sponsor must be responsible for false alarms of the Building Life Safety system generated by Event Sponsor, its subcontractors, suppliers, agents and visitors. Event of false alarm will cause the Separate Contractor to be charged \$250.00, plus any additional fees charged by the District of Columbia governing authorities in response to these alarms.

18. The Event Sponsor is responsible for the payment to Owner of all air conditioning expense associated with event at a cost determined by Owner.
19. Beverages and food such as but not limited to, red wine, tomato based sauces, red fruit and red fruit juice, that may cause damage to Site's flooring and walls are prohibited. Event sponsor will be held responsible for damage to and staining of the granite floor.
20. All food and beverage services are specifically excluded from the Lobby Desk.
21. Helium balloons are prohibited from the Site. The use of drones or any other aerial devices require prior approval from property management before an event. All damage caused by the use of these devices will be the responsibility of the Event Sponsor.
22. Open flames and candles are prohibited throughout the site to include the loading dock and at the exterior of all building entrances. This includes chafing fuel, e.g., Sterno Canned Heat.
23. The Event Sponsor is responsible for the payment to Owner of all cleaning expense associated with event at a cost determined by Owner.
24. The Event Sponsor is responsible for the payment to Owner of all security expense associated with event at a cost determined by Owner.
25. All decorations must have the prior approval of the Owner. All decorations must meet applicable governing laws pertaining to fire safety.
26. The obstruction of any building exit, stairs and associated access, elevator or egress path is strictly prohibited. Set up diagrams must be submitted to Owner's authorized representative for prior approval. Owner reserves the right to cause Event Sponsor to relocate any and all items that Owner deems to be an obstruction to areas listed above.
27. Attached please see Exhibit A: Columbia Square - Certificate of Insurance Requirements for Vendors. An approved Certificate of Insurance for each vendor associated with the event must be provided to the property management office a minimum of one week prior to the date of the event. A Certificate of Insurance will not be approved unless it meets all required insurance limits, lists in full the certificate holder and all additionally insured companies, and references the tenant, location, and date of the event.

AGREED TO AND ACCEPTED

Tenant Name: _____

Signature

Name: _____

Title: _____

Date: _____

Exhibit A

Columbia Square – Certificate of Insurance Requirements for Contractors and Vendors

Required Insurance Limits:

- | | |
|------------------------------------|---|
| a) Workers Compensation | [In kind and amount as prescribed by statute] |
| b) Employers Liability | \$500,000 each occurrence |
| c) Commercial General Liability | \$1,000,000 each occurrence
- Evidence of Liquor Liability is required if alcohol is being served on the premises. |
| d) Commercial Automobile Liability | \$1,000,000 each occurrence |
| e) Umbrella /Excess Liability | \$1,000,000 |

Evidence of the above coverage should be provided to Landlord and Owner Agent by means of a Certificate of Insurance with Landlord and Owner Agent as certificate holders.

Certificate Holder:

13th & F Associates L.P.
c/o Hines Interest Limited Partnership
555 Thirteenth Street, N.W.
Suite 420 West
Washington, D.C. 20004-1109

The Certificate of Insurance should include the following.

- Additionally Insured (To Be Identified **Exactly** As Indicated Below):

13th & F Associates Limited Partnership
Hines Interests Limited Partnership
Munich Reinsurance America, Inc.

- The insurance, other than Worker's Compensation, will be primary over any other available insurance to the additional insured.
- The tenant hosting the event along with the date of the event must be referenced on the certificate of Insurance.
- Thirty day cancellation notification.