

THE COMPASS ROOM

Reservation Form

EVENT DESCRIPTION:		
ORGANIZATION REQUESTING RESERVATION:		
DATE OF RESERVATION:	TIME OF RESERVATION:	NUMBER OF ATTENDEES:
WILL ALCOHOL BE SERVED?		
WILL THE GRILL ON THE PLAZA BE USED?		
WILL NON-TENANT PERSONNEL/GUESTS BE IN ATTENDANCE?		
WILL A CATERER BE USED?		

Terms & Conditions:

- Office tenants can reserve the seventh-floor amenity space for exclusive use by submitting a reservation request through the PRISM work order platform at least two (2) business days in advance.
- All reservations are subject to Management approval. Management reserves the right to approve or deny any reservation request at its sole discretion. Reservations are generally granted on a first-come, first-served basis; however, Management reserves the right to prioritize or deny reservations as operational needs require.
- There is no rental charge to reserve the space. However, any additional cleaning or janitorial services required as a result of the event will be billed back to the Tenant. Requests for additional janitorial services must be made through the reservation form. Janitorial services are billed at a rate of \$47.70 per hour. Weekend janitorial services are subject to a four (4) hour minimum charge.
- Security services are required and will be billed to the tenant at \$35.00 per hour (four-hour minimum) if any of the following conditions apply:
 - The event takes place after 5:00 PM and the plaza will be utilized;
 - The event takes place after 5:00 PM and attendance exceeds forty (40) people; or
 - Alcohol will be served.
- The tenant is responsible for any damage to the amenity space, plaza, furnishings, equipment, or building property resulting from the event.
- If non-tenant guests will be attending, the tenant is responsible for providing a check-in station in the lobby to register and direct guests.
- Caterers must submit a work permit to Management at harboreastengineering@harboreast.com at least two (2) business days prior to the event to gain access to the building. All caterers must also have a current Certificate of Insurance (COI) on file with Management. If a work permit or COI template is needed, please contact Management.
- Management will notify building tenants of the reservation. However, Management is not responsible for restricting access to, monitoring, or policing the event space. Tenants may use temporary signage to indicate that the area is reserved for a private event.

- Standard HVAC operating hours are:
 - Monday–Friday: 7:00 AM–7:00 PM
 - Saturday: 8:00 AM–1:00 PM
 - Sunday: HVAC service is not provided

Events held outside of these hours require an overtime HVAC request to be submitted through PRISM at least two (2) business days in advance.

- If the golf simulator is used during the event, the tenant assumes responsibility for any damage to the simulator, screen, equipment, or surrounding area.

CONTACT NAME:	SIGNATURE:
PHONE:	DATE: