



**425 CALIFORNIA STREET BUILDING
RULES FOR SPECIAL EVENTS, PARTIES, ETC.**

1. Tenant may not be in default of Lease. All monies for rent or other items must be paid in full.
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 list of guests.
 - (d) Certificate of Insurance in conformance with Tenant's Lease (if not already on file).
 - (e) Name(s) of caterers, florists, furniture rental, etc., subcontractors who will be entering the building to accommodate said special event or party.
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 or air circulation only.
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. Please let your guest(s) know that signing in and out is required after 6:00 p.m on weeknights and any time on weekends. The lobby attendant will give elevator access to those on the tenant's guest list. Please provide a cell number of the person who should be contacted in case a guest arrives who is not on the list to avoid access delay.
7. Landlord discourages the serving of alcoholic beverages at special events or parties due to the new laws governing the serving of alcohol and inferred liability. Landlord urges Tenant to monitor the number of alcoholic beverages served to guests and if alcohol must be served, to limit alcoholic beverages to wine and beer only.

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

Signature

Title

Name

Date