



## Plaza Seating Area Center Rules and Regulations

The following rules and regulations set the standard terms for Tenant use of the Westpark Corporate Center Plaza Seating Area. By reserving and using the Plaza Seating Area, Tenant agrees to these stipulations and rules of conduct:

1. Arrangements to reserve the Plaza Seating Area should be made a minimum of 48 hours prior to the scheduled event. Tenants should indicate the number of people attending their event when making your reservation for exclusive use.
2. Normal business hours are Monday through Friday, 8am – 5pm. After-hours reservations are permitted from the hours of 5pm – 8pm with approval by the Management Office at an overtime rate of \$150 per hour. Reservations for exclusive use are taken on a first come first serve basis.
3. Tenants must have proof of insurance coverage on file with the Management Office including any and all vendors providing service for its private events on the Plaza. Tenants are responsible for any/all damage to Westpark Corporate Center property caused by participants or other guests. Tenants will be charged for any special cleaning, maintenance, or repairs resulting from their event. Tenant shall also be liable for any loss, damage, repair, or replacement of plaza seating area equipment and furnishings, which occur during the time of Tenant's use.
4. Westpark Corporate Center is not responsible for any lost, stolen, or damaged property belonging to users of the plaza facility, and shall not assume any responsibility for personal injury, which may occur during the use of the plaza facility. All materials belonging to the Tenant must be removed from the plaza seating area at the end of the event. The plaza Seating Area is not secured and will not accommodate storage of materials and equipment.
5. Tenants must not act in manner that does or is likely to adversely affect the peaceful operation of the premises. Failure to comply with management requests, excessive noise, foul language, and/or violation of rules and regulations may result in removal from the Plaza Seating Area and possible prevention from future use.
6. Please arrange to have a point person be onsite a minimum of one half hour before and after your scheduled reservation time to oversee set up and cleanup. Caterers and/or rental suppliers should contact the Management Office to arrange delivery. All deliveries are to be made through the WCC loading dock during business hours. After hours deliveries will require advance arrangements made with the Management Office as to date and time.
7. Vendors must be provided by an approved, insured company. Vendors must have proof of insurance coverage on file with the Management Office in advance of any and all private events.
8. Tenants are responsible for the actions and compliance of all vendors and service personnel to these Rules and Regulations for use of the Plaza Seating Area.
9. Tenants may not make any alterations or remodeling of plaza facility's furniture or equipment.
10. No decoration, structure or equipment may be affixed to any portion of the Plaza Seating Area without prior authorization from the Management Office. Under no circumstances will the use of tape or any kind of wire, nails, screws or other fasteners that are inserted or affixed to the physical structure of the building be permitted. The Management Office must approve plans for décor, including signage. Materials such as confetti, glitter, rice, sand, or birdseed may not be used. Banners may not be displayed inside or outside of the Plaza Seating Area without the permission of the Management Office.
11. Events in which alcoholic beverages will be served must be in compliance with the following:
  - a. If applicable, a copy of the vendor's liquor license and proof of insurance must be on file in the Management Office.
  - b. Alcoholic beverages may only be served and consumed in the designated Plaza Seating Area. No alcohol may be removed from the building or remaining outdoor area.

12. The Plaza Seating Area is a smoke free area. Smoking outdoors is permitted only in the designated smoking area on the opposite side of the plaza. Anyone seen smoking in the Plaza Seating Area will be asked to move to the designated smoking areas. Failure to comply with this requirement may result in fines and penalties imposed on the Tenant hosting the event. Please note: Westpark Corporate Center including all buildings and grounds is classified as private property. Landlord has chosen to impose these rules for smoking only in designated areas at their sole will and discretion.

To reserve the Plaza Seating Area, a signed copy of these Rules and Regulations must be on file with the Management Office. Please acknowledge your agreement to these Rules and Regulations by signing below:

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Reservation Date(s)

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Company

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Printed Name

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Signature