



CITYSCAPE

EVENT POLICIES AND PROCEDURES

Please review the following policies and procedures, which have been created to assure your event functions smoothly at CityScape. Once a client's contract has been signed and CityScape's Events Department has received a deposit, an Event Manager will handle scheduling and be the liaison between the client and CityScape. By signing the Contract, you are acknowledging your agreement with these policies and procedures.

REQUESTS:

Requests to reserve space for a special event at CityScape may be accepted up to two years in advance of the event date. Only two holds per potential client are allowed at any one time. A potential client's requested date will be held for 10 business days, by the end of which time CityScape requires a signed contract. If a signed contract has not been received within 10 business days, the date will be released to others by CityScape. If a definite request from a second potential client has been received for a date on hold prior to the expiration of the 10-day period, CityScape will contact the potential client with the hold to make a final decision, sign a contract within three business days.

NOTIFICATIONS:

If the need to cancel your event should arise, the event services office requests immediate written notification, regardless of any refund opportunity.

START/END TIMES:

Event times vary depending on the space that's being utilized. There may be some limitations in certain areas depending on daily activities. However, as a rule of thumb, space can be rented between 7 a.m. – 2 a.m. daily and requests will be considered on a case-by-case basis.

AVAILABLE FURNITURE & EQUIPMENT:

Any existing furniture that's indigenous to the property cannot be used for an event.

INSURANCE:

Prior to accessing the CityScape property, users and their vendors and contractors shall obtain and keep in full force, at its sole expense, insurance in the amounts and the types as specified on the attached exhibits labeled Exhibit A-1 and Exhibit A-2, attached hereto. The insurance shall be provided to the Owner, no later than 3 days prior to the set up of the event. The insurance must name the required additional insured as stated on the "sample insurance certificate" which is attached and labeled as Exhibit A-2.

LIABILITIES:

By signing the license agreement, clients agree to pay the cost of the repair, restoration, replacement of damage done by the client, client's subcontractors, vendors, agents or invitees to CityScape and/or its equipment. CityScape shall be held harmless for all claims arising out of use of CityScape's property. Client assumes full responsibility for theft, loss or damage to any property and equipment brought to CityScape by client, client's subcontractors, vendors, agents or invitees. Contracts made directly with the client's vendors are solely between client and



vendors. Clients are to ensure that all vendors review and agree to comply with all requirements established by CityScape.

FIRE CODE/CITY PERMITS:

Client is responsible for abiding by all city permits and fire codes set forth by the City of Phoenix and the Fire Department. By signing the contract client acknowledges that CityScape is not responsible for policing fire code adherence and is not responsible for the refunding of rental fees due to the closure of an event by a Fire Marshall.

LOSS OR DAMAGE:

CityScape is not responsible for any damage or loss of articles placed or left at CityScape prior to, during or following an event.

PARKING:

Two on-site, below grade 5 level parking structures are available to event attendees at CityScape. CityScape East and West garage entrances can be found on Washington Street between First Street and Central Avenue, First Avenue between Washington Street and Jefferson Street and Jefferson Street between First Avenue and Central Avenue as well as between Central Avenue and First Street. Both garages offer multiple elevator access points For parking rates, information and/or to make arrangements please contact Elena Fernandez (602) 772-3900.

MATERIAL EQUIPMENT:

CityScape personnel are not responsible for moving, setting up, or taking down any equipment including any rentals from CityScape for your event. All movement of CityScape owned equipment must be facilitated by client and go through the Event Manager. All non-CityScape items must be removed immediately following the event.

SET-UP & STAGING:

Set-up and staging needs must be determined in advance with the Event Manager.

TEAR DOWN & CLEAN UP:

Teardown and clean up must be completed within two hours after the event ends. The client and its subcontractors (caterer, event company, décor company, musicians, etc.) are responsible for removal of all personal and company property within that time unless other arrangements are made in advance with CityScape's Event Manager. The client and its subcontractors responsibilities for teardown and clean up include: returning the event area(s) to the condition immediately prior to the event, removal of all trash to designated trash container (including catering trash).

DECORATIONS:

No candles or open flames are permitted at CityScape. Absolutely no pins, nails, staples or tapes or any kind are permitted on any walls, ceilings or floors on the CityScape property. No



pyrotechnics are permissible on CityScape property. No helium balloons (air-filled OK) are permissible at CityScape. No objects can be hung from the ceiling without express prior permission and assistance from CityScape's Events Department (additional fees may apply). Glitter, sequins, confetti, fake snow, etc. are not permitted on CityScape's property. The client is responsible for removing all decorations immediately following the event.

CityScape's staff must approve the type of banner and way it will be hung and supervise the process. In most cases, banners need to be taken down during event tear down after the event. Any items including banners left for more than two business days after an event will be discarded.

SMOKE FREE FACILITY:

CityScape is a smoke free facility. No smoking is permitted in this building, on our terraces, in our courtyards or within 40 feet of building entrances.

MUSIC:

Live and recorded music is allowed at CityScape. All music must comply with the City of Phoenix Noise Ordinance. More information can be obtained by speaking with the Event Manager.

ACTS OF GOD CLAUSE:

CityScape is not responsible for weather or road conditions (including traffic), power outages, acts of God, criminal activities, economic downturns, political changes, or any other activity, event or condition beyond its control. There will be no refunds on rentals or allowances resulting from these conditions.

PROMOTIONAL MATERIALS:

It is required that the Events Department approve, for the technical and factual accuracy, all promotional materials mentioning CityScape produced for your event (including invitations, programs, press releases, etc.) prior to printing or broadcast. Please allow sufficient time for this approval.

CATERING / BAR SERVICE:

All food must be prepared and served by a caterer from CityScape's approved catering list. Open alcohol containers may not be removed from the area rented by Client, guests or subcontractors. No glass containers are allowed. CityScape reserves the right to deny alcoholic beverages to anyone CityScape deems to be intoxicated. No alcohol may be served to minors.

RENTAL EQUIPMENT:

Any additional equipment rental must be obtained by one of CityScape's approved equipment vendors. This includes and is not limited to tables, chairs, linens, dance floors etc.

ON-SITE EVENT WALKTHROUGH:

Once the contract has been signed, CityScape's Event Manager will arrange an on-site event



walkthrough with the client and any caterer to discuss plans, policies, procedures and any equipment or materials necessary for your event. Outside vendors will also be invited to attend. A final walkthrough is required no later than two (2) weeks prior to the event and must include your caterer. All event walkthroughs are scheduled by CityScape's Event Manager during weekday business hours and by appointment only.

DELIVERIES / LOADING DOCK:

CityScape does not take responsibility for deliveries or storage of materials and equipment. Additionally any companies delivering must meet the minimum insurance requirements. Any delivery to CityScape must be met by a representative of the client and arranged in advance with CityScape's Event Manager. The client is responsible for bringing their own cart or hand-truck to transport materials or equipment from the loading dock to the event area if necessary.

CLIENT RESPONSIBILITIES:

Any guest management function at an event, e.g. nametags, entry restrictions, early entry, registration, etc. is solely the responsibility of the client and not the responsibility of CityScape staff. It is the client's responsibility to make sure all guests leave CityScape by the end of the contracted event time.

MULTIPLE EVENTS:

CityScape reserves the right to host multiple events in one evening. CityScape cannot ensure there is no co-mingling between the parties.

WEATHER:

Some event spaces are outdoor areas. CityScape has no liability or expense for inclement weather that affects the User's event.