

Park District Training Center and Tenant Lounge Reservation Guidelines

As a valued tenant at Park District, we are pleased to offer exclusive luxury amenities to your employees. These spaces were designed to enhance the tenant workspace and aid in the day to day operations of your business. As an amenity, Park District provides access to the spaces through the building website and at no cost.

The Park District Training Center provides the ideal space for training seminars, conference meetings, panel speakers etc. The Training Center offers:

- Classroom Style Seating (Rearranging of furniture is not available)
- Accommodates 60 people
- Power connection at each workspace
- 108" Projector Screen
- Wireless Connection or HDMI Connection
- Podium located at the front of the room
- 3 Microphones (Podium, Wireless Handheld, Wireless lavalier)
- Conference Phone (sound not piped through overhead speakers)
- Back Bar perfect for working lunches and coffee set up
- Access to Catering Kitchen

The Park District Tenant Lounge is the perfect space for entertaining. Whether it is employees or clients the Lounge is a beautiful room to host a cocktail party or a small meeting. The Lounge offers:

- 17 Barstools surrounding the bar top
- 4 low top tables that each seat two people
- Seating area with lounge furniture
- 2 70" screen TV's capable of wireless screen display
- Music plug in to customize for an event
- Catering Kitchen with refrigeration

Reservation Procedure

To book the Training Center or Tenant Lounge please reserve through the Building Website/Axis Portal at www.parkdistrictofficetower.com or contact Margeaux Mendenhall, Real Estate Manager, at Margeaux.Mendenhall@cbre.com. Once the request is received, the tenant will receive the Park District Reservation Form to complete with all details. Within the form, tenants will be signing off in acknowledgment of the following.

- Reservations can only be made within business hours 7am- 7pm. For inquiries about after hours events please reach out to Margeaux directly. Please also review Janitorial Services information below.
- Reservations must be made with a 48-hour notice.
- Reservation forms must be received 48 hours prior to the event.
- Cancellations must provide a 48-hour notice.
- Vendor/Catering Certificate of Insurance must be received 48 hours prior to the event.

Cancellations and No-Show Guidelines:

- If cancellations are received under the 48-hour notice, Tenant will be charged a cancellation fee of \$250.00
- If Tenant does not show for their reservation, a no-show fee of \$250.00 will be charged to the Tenant.

Catering Guidelines

- Catering must enter through the loading dock
- All equipment must be picked up from the Training center, Lounge or catering kitchen same day or must be removed and stored by the tenant same day.
- Certificate of Insurance must be received 48 hours prior to event.

Janitorial Services

- The Park District janitorial staff will assist in post event removal of trash, wipe down of tables, and vacuum.
- If the event is scheduled to carry on through a full day, the janitorial staff must have access midday to remove trash and refresh the liners.
- At the end of the event, the Tenant Event Lead will need to contact the Real Estate Manager or Engineer to notify of event's conclusion and communicate any trash removal needs.
- If event is taking place after business hours (7am-7pm) tenant will need to contract directly with Landlord's janitorial service (Service First Janitorial).
 - Please contact Roberto Ayala at roberto@servicefirstjanitorial.com or (469) 910-3246.

Room Set Up

- A Park District staff member will be available to assist in AV set up at the agreed upon start time of the event.
- The Training Center is non-configurable and must remain in its current arrangement.
- Any supplies outside of what the room offers must be removed at the end of event. No items may be left overnight.
- Furniture and chairs located in the lobby are not permitted to be moved into the Training Room or Lounge.

Certificate of Insurance

- All vendors, caterers, and outside deliveries must provide a valid certificate of insurance. Please see below sample for required limits and additional insured.

RESERVATION INFORMATION

Company Name:	
Contact Name:	
Email:	
Phone:	
Additional Contacts:	

EVENT INFORMATION

Requested Space:	
Name of Event:	
Date of Event:	
Start Time (including setup):	
End Time (including clean up):	
Occasion:	
Number of guests:	
Catering Company:	
Catering arrival time:	
Lunch breakout (Y/N):	
Phone (Y/N):	
Microphone requested (Y/N):	
Extra trash cans (Y/N):	
Presentation through projector with sound (Y/N):	
Client/Outside guest (Y/N):	
Valet needed (Y/N):	
Additional needs requested:	
Other deliveries:	

I agree to the above request for the Park District Training Center rules and regulations regarding reservation requests, catering needs, room set up, janitorial services, insurance requirements and that the room is non-configurable.

Name (host/contact)_____ (printed)

Name (host/contact)_____ (Signature)

Date_____

ACORD						CERTIFICATE OF INSURANCE						ISSUE DATE (MM/DD/YY)	
PRODUCER				[THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.]									
[Insurance Broker Name and Address]				COMPANIES AFFORDING COVERAGE									
CODE				SUB-CODE				COMPANY LETTER A [Name of Insurance Carrier]					
								COMPANY LETTER B					
INSURED				[Vendor's Name and Address]				COMPANY LETTER C					
								COMPANY LETTER D					
								COMPANY LETTER E					
COVERAGES													
[THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECTS TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.]													
CO. LTR	TYPE OF INSURANCE			POLICY NUMBER	POLICY EFFECTIVE	POLICY EXPIRATION	LIMITS						
A	GENERAL LIABILITY			[Policy Number]	[xx/xx/xx]	[xx/xx/xx]	GENERAL AGGREGATE			\$ 1,000,000			
	☒ COMMERCIAL GENRL LIABILITY						PRODUCTS-COMP/OPS AGGREGATE			\$ 1,000,000			
	☐ CLAIMS MADE ☒ OCCUR.						PERSONAL & ADVERTISING INJURY			\$ 1,000,000			
	☐ OWNER'S & CONTRACTOR'S PROT.						EACH OCCURRENCE			\$ 1,000,000			
							FIRE DAMAGE (Any one fire)			\$ 50,000			
							MEDICAL EXPENSE (Any one person)			\$ 5,000			
A	AUTOMOBILE LIABILITY			[Policy Number]	[xx/xx/xx]	[xx/xx/xx]	COMBINED SINGLE LIMIT		1,000,000				
	☒ ANY AUTO						BODILY INJURY (PER PERSON)		\$				
	☐ ALL OWNED AUTOS						BODILY INJURY (PER ACCIDENT)		\$				
	☐ SCHEDULED AUTOS						PROPERTY DAMAGE		\$				
	☐ HIRED AUTOS												
	☐ NON-OWNED AUTOS												
☐ GARAGE LIABILITY													
	EXCESS LIABILITY						EACH OCCURRENCE		AGGREGATE				
	☐ OTHER THAN UMBRELLA FORM						\$ 2,000,000		\$ 2,000,000				
A	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY			[Policy Number]	[xx/xx/xx]	[xx/xx/xx]	STATUTORY						
							\$ 1,000,000 (EACH ACCIDENT)						
							(DISEASE-POLICY LIMIT)						
	OTHER						(DISEASE-EACH EMPLOYEE)						
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL TERMS													
TC Uptown Office Tower, LLC; CBRE, INC.; TC Uptown Condominium Association, Inc. and TC Uptown Associates, LLC are named as additional insured per form CG2010 0704, CG20 10 11 85, CG 20 37 07 04 or equivalent (See sample endorsement attached)													
CERTIFICATE HOLDER							CANCELLATION						
CBRE, INC. TC Uptown Office Tower, LLC 2121 N. Pearl Street Dallas, TX 75201							[SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.]						
							AUTHORIZED REPRESENTATIVE						
ACORD 25-S (3/88)							©ACORD CORPORATION 1988						

POLICY NUMBER: _____

COMMERCIAL GENERAL LIABILITY

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE
READ IT CAREFULLY**

**ADDITIONAL INSURED --- OWNERS, LESSEES OR CONTRACTORS
SCHEDULED PERSON OR ORGANIZATION**

This endorsement modified insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

NAME OF PERSON OR ORGANIZATION:

CBRE, INC., TC Uptown Condominium Association, Inc., TC Uptown Associates, LLC and TC Uptown Office Tower, LLC

WHO IS AN INSURED (Section II) is amended to include, as an insured, the person or organization shown in the Schedule, but only with respects to liability arising out of "YOUR WORK" for that insured by or for you.

THE INSURANCE AFFORDED BY THIS POLICY FOR THE ADDITIONAL INSURED(S) IS PRIMARY INSURANCE AND ANY OTHER INSURANCE MAINTAINED BY OR AVAILABLE TO THE ADDITIONAL INSURED(S) IS NON-CONTRIBUTING."