



PEACHTREE CENTER

Peachtree Center Plaza

Tenant Rental Rules & Regulations

1. **Reservation Overview & Process:** The Plaza at Peachtree Center is available to rent for private tenant events and functions on a first-come, first-served basis, with only one (1) tenant permitted to reserve at a time. Attendance is limited to current tenant employers/employees and representatives for business purposes only. Requests for personal use of the Plaza for private events of any kind are not permitted.

Tenant must submit an Angus Workorder no less than 30 days in advance of the requested Plaza rental date, including all details pertaining to the request (reason for event, total attendance, equipment/supplies, etc). NOTE: Requests received less than 30 days in advance of the rental date may be considered (at Management discretion) if the space has not yet been reserved. Tenant will receive an email from Property Management confirming (or rejecting, pending availability) the reservation request within one (1) week of submittal.

2. **Reserved Area & Equipment:** Only the area as defined within the included Plaza Event Space diagram is available for private tenant rentals. Space outside of the rentable area is not available for private tenant use. All private events will automatically be stanchioned off by the Peachtree Center Engineering team according to the confirmed reservation period. Tenant may use any/all existing furniture within the space for the event. Any additional equipment required (tables, chairs, linens, etc) are the responsibility of the tenant.
3. **Presentation:** Tenant renting space in the Plaza must ensure all event elements, materials and displays are neatly organized and displayed in a strategic/orderly fashion, with pre-approval of the set up required by Property Management. All loose-leaf marketing materials (including flyers, coupons, post cards, etc) must be placed in “professional” plexi-holder or similar – items may NOT be scattered across tables. Event concept must serve a clear business purpose and adhere to the above, as well as any additional general property standards/guidelines deemed necessary by Property Management in order to maintain a professional appearance/environment. Property Management maintains full discretion over the approval of any/all private tenant events requesting to rent space in the Plaza.



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4. **Rental Capacity:** Tenants may include a maximum of 50-75 employees within their rental space in the Plaza.
5. **Rental Access:** Peachtree Center Plaza is available for private tenant rentals Monday – Friday, 8:30 a.m. – 5:30 p.m. (weekends & holidays are excluded). Any additional time that may be required outside of these hours for set up/break down must be approved by Property Management.
Public access to the designated event space will be restricted ONLY during the specified event hours.
6. **Rental Rates:** There is a \$500 fee to rent space in The Plaza (up to 4 hours) which shall consist of either morning or afternoon. Additional time required will result in a full-day charge of \$800. If the request is needed for a lunchtime event, the full-day charge will apply due to inability to rent the facility to anyone else for a 4 hour morning/afternoon period. Plaza rental rates and associated fees will be billed directly to the Tenant. Unpaid charges may negatively affect future Plaza rental privileges.
7. **Parking:** Parking is not included with any rental agreement for the Plaza.
8. **Catering:** Catering is permitted within a tenant's rental space in the Plaza. Proper security clearances for special access, use of the loading dock, etc. (if needed) must be secured by the tenant. Open flames of any type are not permitted (Sterno cans are OK). **NOTE:** Food Trucks are NOT permitted on the Plaza
9. **Waste Management:** Tenant is responsible for ensuring waste management is handled appropriately within their designated space in the Plaza during the private event, including trash, spills, etc. Additional assistance needed to maintain the rental space outside of normal operating procedures must be submitted through the Angus Workorder system. Additional cleaning fees may apply and will be billed accordingly at \$15/hour (per person) directly to tenant.
10. **Security:** Should the event taking place warrant additional security presence, Tenant is solely responsible for making these arrangements. Security shifts are based on a 4-hour minimum at a rate of \$25-30/hour.



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11. **Alcohol:** Tenants wishing to provide alcohol within their private rental space on the Plaza must obey all laws for serving/consumption and are responsible for securing any/all permissions to do so, including those that may be required by the City of Atlanta/State of Georgia. Alcohol being consumed at a private event on the Plaza may NOT leave the perimeter of the event area under any circumstance. Property Management assumes zero liability for ensuring compliance on a tenant's behalf.
12. **Music:** Any request to play music while renting space in the Plaza must be approved in advance by Property Management. Under no circumstance will music at a private tenant event in the Plaza be allowed to disrupt the normal business operations of surrounding office tenants. Property Management reserves the right to request music at a private tenant event be turned down/shut off if deemed to be causing a disturbance.
13. **Equipment/Supplies (What is Permitted):** Tenants renting space in the Plaza may utilize the existing tables, chairs, trashcans, electrical outlets, etc, within their event space (if desired). Furniture may be rearranged but MUST be returned back to the original layout upon conclusion of the event. Tenants may request the use of additional tables/chairs by submitting a request through the Angus Workorder system (availability is not guaranteed). Any additional equipment/supplies needed of any kind will be the responsibility of the tenant, including set up/break down.
14. **Equipment/Supplies (Restrictions/Special Arrangements):** Tenant is responsible for ensuring any oversized equipment/supplies being used during a tenant's private event **DOES NOT**: exceed 8,000 lb. per structural bay or 12,000 lb. in one (1) single object. Any motorized equipment MAY NOT cross areas marked "vehicular traffic restricted" under any circumstance. Access to the Plaza for oversized equipment that is not able to load in via freight elevators/loading dock must be approved by Property Management. Property Management is NOT responsible for any permissions needed to load oversized equipment in/out from the street. A Plaza Event Space diagram may be provided to tenant by Property Management upon request to help ensure compliance with the above guidelines.
15. **Vendors:** Tenant is responsible for obtaining proper permissions/security clearances for any/all outside vendors that will be providing a service during a tenant's private event on the Plaza. Vendors will be required to provide a compliant Certificate of Insurance prior to being on site. A sample Certificate of Insurance will be provided by Property Management that may be sent to vendors.



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16. **Conduct:** Tenants and their employees agree to conduct themselves in a respectable and well-mannered fashion when renting space in the Plaza so as not to cause any disturbance which would interfere with the enjoyment and effective use of the property by other tenants and clients. Please keep the volume of all activity in the Plaza to a reasonable level. Tenant agrees to abide by all rules and conditions implemented by Property Management. Property Management reserves the right to terminate the reservation and cancel all future rights to use the Plaza should the Tenant fail to abide by the terms and conditions set forth in the Peachtree Center Plaza Tenant Rental Rules and Regulations.
17. **Peachtree Center is a non-smoking facility and there shall be **No Smoking** allowed in any part of the Plaza by any persons.**
18. **Damages:** Tenant accepts liability and responsibility for any/all damages that may occur within their rental space in the Plaza, including materials, surface areas, landscaping furniture, etc. Any items relocated within the rental space for the event **MUST** be returned to their original position(s) prior to vacating the space. Please be advised that the rental area will be checked after each reservation. Any costs to make the Plaza presentable and/or repair damages resulting from a tenant's private use of space in the plaza will be billed back to the tenant. Property Management is not responsible for damaged, lost or stolen items or any other personal property of tenant/employees using private rental space in the Plaza.
19. **Amendments/Cancelations:** Property Management reserves the right to amend or add to these rules and regulations as they deem necessary for the proper management of the Plaza at any time, for any reason. Property Management reserves the right to reschedule or cancel a tenant reservation for use of space in the Plaza at any time, for any reason. Property Managements decisions on all elements involving or relating to the Plaza shall be final.



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Note: Rules & Regulations are subject to change.

I have read and agree to these Peachtree Center Plaza Tenant Rental Rules & Regulations

Printed Name _____

Signature _____

Company (Tenant) _____

Date _____

Please email a signed copy of the Rules & Regulations to jerryn.miller@transwestern.com immediately upon submitting your reservation request.