



TRANSAMERICA PYRAMID CENTER

48TH FLOOR CONFERENCE ROOM

ROOM RENTAL AGREEMENT AND RULES FOR USE

The Transamerica Pyramid is a high security facility and requires strict adherence to the following rules and regulations by the conforming party, hereafter referred to as "User".

User shall be responsible for observance of all the foregoing covenants by guests, affiliates, subcontractors, agents, employees and any other related person or entity and agrees to fully comply with all security and safety measures instituted by Transamerica Pyramid Building Management, hereafter referred to as "Building Management", for the 48th floor venue and Transamerica Pyramid premises.

GENERAL

- 1) Parking is available upon request for listed event attendees in our garage. Only listed guests shall be allowed access to the Pyramid garage. Security reserves the right to check pictorial, government issued identification of vehicle driver and all passengers at the entrance to the parking facility. Standard rates apply.
- 2) Invitations must never be sent before receiving event approval confirmation from Building Management. Invitations and marketing to the general public and/or use of social media outlets (i.e. Facebook, Twitter, etc.) or other non-targeted invitations for marketing purposes are strictly prohibited.
- 3) No admission or monies are to be collected on the 48th floor for any event.
- 4) No press or filming on the floor or in the building is permitted without written approval from Building Management.
- 5) No amplified music during business hours.
- 6) Room set-up and removal of equipment after the event must be coordinated in advance with the Building Concierge.
- 7) No furniture and/or artwork shall be removed by or for User from the 48th floor at any time.
- 8) User shall not store, consume or serve alcoholic beverages (or permit any such activities) in any portion of the Building other than in the 48th floor facility.
- 9) Building Management must approve any additional vendors or sub-contractors in advance. List of Approved Caterers form will be provided for reference. Non-approved caterers will be subject to approval by Building Management. User shall cause Certificate(s) of Insurance and Endorsement(s) for each vendor and subcontractor to be delivered to the Building Concierge at least ten (10) days prior to event.
- 10) Maximum truck height for the loading dock is 11 feet 6 inches. Any vendor truck that exceeds that height limit will be turned away. Parking in the Loading Dock is permitted for 45 minutes maximum. Due to limited capacity in the loading dock, vendors should be advised to provide an additional 30 minutes to their standard preparation time in anticipation of limited loading dock capacity.
- 11) A security deposit is required for all events. Cancellations must be made a minimum of 30 days prior to the event or deposit will not be refunded.
- 12) Building Management reserves the right to cancel any event with a minimum of thirty days notice. If a security deposit is on file, the amount will be refunded in full.

SECURITY, ACCESS CONTROL AND LIFE SAFETY

- 1) FIREARMS AND WEAPONS OF ANY KIND ARE STRICTLY PROHIBITED, REGARDLESS OF LICENSING AND/OR PERMIT UNLESS SPECIFICALLY AUTHORIZED IN WRITING BY BUILDING DIRECTOR OF SECURITY.
- 2) San Francisco Fire Department (SFFD) regulations limit the maximum occupancy on the 48th floor. User agrees to limit occupancy accordingly. Number may vary depending on room set-up.
- 3) SFFD requires emergency exits to remain unobstructed at all times. Storage of items must not impede access to emergency exits at any time.
- 4) Please note that the 48th floor kitchen facility is not to be utilized for the cooking of food and is to only be used for cold and dry storage purposes. The use of any heating elements (i.e. sterno, gas stoves and electric warmers) requires approval by Building Management and will require catering attendant supervision at all times. Catering attendant must be familiar with the location and operation of fire extinguishers.
- 5) A complete guest list must be provided a minimum of **24 hours prior** to the event. Unlisted guests will not be granted access.
- 6) Presentation of government issued photo identification is required for all meeting attendees and vendors.
- 7) In the event that Building Management determines, in its sole discretion, that any event shall require additional security services, Building Management shall provide additional security services, in such quantity or number as is reasonable for such event and User will pay all costs incurred.
- 8) All high-profile guests and/or “celebrity” appearances must be approved in writing by Building Management prior to the event.

By signing below, I acknowledge that I have read and understand the ROOM RENTAL AGREEMENT AND RULES FOR USE document and I recognize that Building Management reserves the right on its own authority and as a final decision to refuse use of the premises to any applicant or to terminate an existing reservation, should a booked event violate any portion of the venue use protocol or, in Building Management’s sole opinion, present a hazard or liability to the venue and its occupants. I also understand that in the event Building Management declines to approve any invitee or suspend/cancel the event due to rule violation, all costs incurred will not be refunded.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Company/Organization: _____

Event Date(s): _____