



THE TERRACE AND EXECUTIVE LOUNGE RULES & REQUIREMENTS FOR EVENTS

- The Terrace at 816 Congress is available for private usage between 6PM to 10PM Monday through Thursday; 6PM to Midnight on Friday; 1PM to Midnight on Saturday; and 10AM to 10PM on Sunday.
- All rentals are for no more than FOUR hours in duration excluding set-up and removal. Under no circumstances can set up occur earlier than ONE hour prior to the Event with the exception of the preparation room, which may be utilized TWO hours prior to an Event. Removal must be completed within ONE hour of the Event end time unless prior arrangements have been made.
- For all events, the space must be vacated by the indicated event end time. If the space is still occupied after the end of the event for purposes other than removal, a \$500.00 per hour (non-prorated) usage fee will be charged regardless of it being a Customer or Personal Event.
- Deliveries must be coordinated in advance with the 816 Congress Management Office. Appropriate paperwork for all deliveries must be completed in advance.
- No canopies, tents, table umbrellas or other items that can be caught in the wind will be permitted on the Terrace.
- No open flames are permitted anywhere on the property.
- No glass is permitted outside.
- No rice, birdseed, sparklers, or confetti are allowed.
- Propane heaters are permitted and can be utilized on the outside portion of the space. A maximum of EIGHT heaters are allowed. Propane tanks must be stored in the proper location both prior to and following usage and their delivery must be coordinated with the 816 Congress Management Office in advance.
- The maximum fire-code capacity is 250 people when utilizing both the Executive Lounge and Terrace. Indoor capacity is limited to 136 persons. Capacity calculations include band members/DJ's, catering and bar staff, security personnel, and other staff. Tables, chairs and any other outside equipment may affect the fire-code capacity.
- The furniture, both interior and exterior, may be moved to accommodate your event. Any furniture moved must be stored in the Prep Room (not in the corridors or freight lobby). All furniture must be returned to its original location prior to vacating.
- Amplified speakers, live music and DJ's are permitted, however there is a 70 decibel sound limit due to city and building regulations. 816 Congress Management may monitor decibels throughout the event, and reserves the right to have amplified sound suspended if it exceeds the decibel limit. Live music is limited to 1 to 3-piece bands and DJ's only. Amplified sound will only be permitted between the hours of 6:01PM and 9:55PM (Monday through Thursday); 6:01PM and 11:55PM (Friday); 1:00PM and 11:55PM (Saturday); and 10:00AM and 9:55PM (Sunday).

- Decorations or signage cannot be adhered, pinned, nailed, stapled, taped, or affixed in any way to any part of the space or equipment.
- The televisions/monitors and sound system may be used but only with the prior coordination with 816 Congress Management Office.
- No smoking is permitted in any area of the 15th floor. A designated smoking area is located on the 8th floor of the parking garage and is the only area in the entire property where smoking is permitted.
- Venue is not licensed to sell alcohol, but beer and wine may be purchased and utilized. If serving liquor, a TABC certified bartenders is required and the Host must provide a letter indicating the known consumption of alcohol. The Host is at all times responsible for the actions of its invitees, agents, minors, and other guests. 816 Congress will not supervise or control the actions of said persons and disclaims any and all responsibility for their acts or omissions
- Overtime HVAC requests must be submitted by the Host at least 2 days prior to the scheduled event and will be billed at a 2-hour minimum. Please see your company lease for the hourly HVAC rate.
- A Security officer is required for all Events that serve liquor. Events with greater than 100 attendees will additionally require a security officer. Events with greater than 180 attendees will require 2 security officers. Alternatively, you may hire off duty police officers directly and provide proof of hire at least 5 business days prior to the event.
 - There will be a 4-hour minimum for a Security officer at a rate of \$30.00, plus applicable tax, per hour.
- Events that end after 8PM will require after-hours Janitorial service and the fee for service will be billed to the Host on the miscellaneous charge invoice. The fee for after-hours Janitorial service is \$245 plus applicable tax.
- Events with greater than 150 attendees will require janitorial staff to assist during the event with trash removal, restroom maintenance, etc.
 - There will be a 4-hour minimum for janitorial staff at a rate of \$37.50, plus applicable tax, per hour.
- Parking validations will be provided for Customer events at no costs. The specifics should be coordinated at least a week in advance and anyone without a validation will be required to pay for their parking.
- Depending on the number of expected parkers the customer will be required to hire parking staff to facilitate a smooth parking process.
 - Over 75 parkers will require 1 attendant
 - Over 125 will require 2 attendants
 - Over 175 will require 3 attendants
 - There will be a 4-hour minimum charge for parking attendants at a rate of \$20.00, including applicable tax, per hour, per attendant