



Penthouse Rules and Guidelines

(Rules and guidelines are subject to change)

The intent of the penthouses is to offer a large overflow space for tenants who occasionally require a large gathering area beyond that of their own suite space. Please bear in mind of other tenants within the building during and after normal business hours and use consideration during events. These rules and guidelines are provided to ensure a safe, pleasant, and functional setting for all tenants utilizing and conducting business within the building. The following rules and guidelines governing penthouse events at 1301 K Street NW have been established by the Property Management Office and are intended as procedures within which Tenant sponsored events must operate.

- Standard event Hours of Operation are 7:00 am - 10:00 pm on Monday - Friday (excluding any observed building holidays and weekends). All equipment must be removed from the penthouse immediately following the event.
- Maximum capacity for each space is as follows: East Penthouse (65), West Penthouse (65), East Terrace (50), West Terrace (70), and Center Terrace (50). Capacity includes all persons including coordinators, caterers, security, etc.
- The penthouses and terraces of One Franklin Square are reserved exclusively for tenant sponsored events. Private events are not permitted.
- Tenants shall be responsible for all their actions as well as those of its suppliers, vendors, and visitors.
- No loud, abusive, or otherwise offensive or inappropriate language or actions will be allowed. Tenant shall promptly remove from site any employee, vendor or visitor deemed inappropriate or abusive by Landlord or Landlord's agent.
- The use of candles, external heaters, or propane devices are strictly prohibited in the penthouses, except for stenos.
- No admittance fee or charge for attendance of any penthouse events may be collected during use
- Fees are subject to periodic adjustments. All fees are non-refundable.
- All patrons must adhere to current CDC Guidelines for public spaces and DC Mayor's orders.
- Red wine is not permitted in the penthouses.

One Franklin Square provides an on-site concierge to schedule and coordinate the Penthouse events and to assist with any needs.

Additional building amenity details are available at <http://www.onefranklinsquare.com>.

Primary Contact:

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Air Conditioning	A fee of \$50.00 per hour to provide HVAC for Penthouse events is charged for the duration of the reservation, including set up and take down time.
Alcohol/ Security	If alcohol is served during a penthouse event, a security officer MUST be present. This is mandatory and non-negotiable. There is a 4-Hour minimum and must be scheduled at least five (5) business days in advance. The tenant will be billed if cancellation occurs within 12 hours of the event start time. Overtime Security: \$41.75 per hour
Animals	Animals are not permitted in the building except for service animals.
Caterers/ Insurance	Tenants are responsible for ensuring that their caterers understand and abide by the Rules and Guidelines for the Penthouse. All caterers and vendors are required to provide a certificate of insurance upon request. Please contact the Property Management Office (202-371-1330) to obtain the certificate of insurance requirements for your vendors.
Clean-Up	One Franklin Square janitorial services are available for all penthouse events by request only. Fees for janitorial post-event cleanup: Standard rate: \$35.00 per hour (trash removal, vacuum, and restrooms) Special rate: \$45.00 per hour (for all other cleaning such as carpet extraction)
Deliveries Loading Dock	All deliveries associated with the set-up, implementation, and breakdown of penthouse events must be coordinated through the Loading Dock with access available by freight elevator only. Loading Dock hours are 7:00 am – 6:30 pm Monday through Friday. Access outside of normal business hours will require a security officer to be present and billable at the overtime security rate.
Displays	The walls, columns, doors, and windows may not be used to display or hang decorations, signs or presentation materials. Any damage occurring from such displays will be repaired by Landlord and will be billed back to the Tenant.
AV Support	Please request a quote from management for AV Support.
Event Setup / Breakdown	One Franklin Square staff is responsible for setup and breakdown of all furniture, tables, and chairs. A set-up fee of \$175.00 is charged for all events. Tenants are not authorized to move any furniture, existing or otherwise. Any tenant setup modifications that are requested within two hours of event commencement may be charged a fee of \$100 .
Restrooms	<ul style="list-style-type: none"> • Two unisex restrooms are available in each penthouse. • Restrooms can be refreshed during the event for an additional charge of \$50.
Scheduling /Cancellations	<ul style="list-style-type: none"> • An event is not officially scheduled until a Penthouse Request is approved and confirmed by the Concierge or Hines Management team. All events are first come, first serve. • Tenants should provide a minimum of five (5) days' notice to reserve the penthouses. • A \$250.00 Cancellation Fee will be charged within 48 hours of the event. • \$175.00 administration fee per event.
Smoking	• 1301 K Street is a non-smoking building. Smoking is not permitted in the penthouses or on the terraces. Violations will incur a \$500.00 Fee .