

## 600 Mass Events – Rooftop Terrace and Conference Room

Purpose of Function?

Approximate Number of People?

Commencing start and ending hour for setup and breakdown?

Actual time of Function?

Will the event be catered? If catered, please advise caterer absolutely no flame on site due to fire code regulations including Sternos, – please use electric warmers or heat lamps instead. Additionally, no kerosene, gasoline, flammable or combustible fluid or material is permitted.

If the event is to be catered, please advise drop off and pickup time for supplies, furniture, etc.

Will there be alcohol?

Will you need any doors or elevators unsecured? Please advise time.

Contact Person and Phone Number

If using the Conference Room, please advise if you need any information on AV. We recommend that a test run is done to ensure that the equipment is adequate for your needs.

We require a Certificate of Insurance (COI) from all outside vendors; caterers, AV personnel, rental deliveries, etc. COI requirements are attached.

A one (1) week notice will be needed to move furniture in the Conference Room. Furniture moved by 600 Mass is done at an hourly rate. Furniture on the Rooftop and Garden Room cannot be moved or removed.

All signage must be reviewed by Property Management before displayed, please send any signage for review 72 hours before scheduled event.

Thank you,

600 Mass Property Management



**Tenant Contractor  
Required Certificate of Insurance Coverages & Minimum Limits**

**Tenant Service Contractor Requirements**

Coverage	Minimum Limits of Liability
1. Worker's Compensation	<ul style="list-style-type: none"> <li>▪ Statutory Limits</li> </ul>
2. Employer's Liability Insurance	<ul style="list-style-type: none"> <li>▪ \$1,000,000 per occurrence, per employee, \$1,000,000 policy limit;</li> <li>▪ \$1,000,000 per occurrence, per annum occupational disease coverage;</li> </ul>
3. Commercial General Liability Insurance	<ul style="list-style-type: none"> <li>▪ \$2,000,000 per occurrence, insuring for personal injury and death, property damage, advertising and personal injury,</li> <li>▪ \$2,000,000 annual aggregate for bodily injury, death and property damage.</li> <li>▪ \$2,000,000 per occurrence and \$2,000,000 annual aggregate for advertising and personal injury.</li> </ul>
<ul style="list-style-type: none"> <li>▪ ISO Commercial General Liability occurrence form CG 00 01 10 01</li> <li>▪ Includes operations premises liability</li> <li>▪ Contractor protective liability</li> <li>▪ Broad Form contractual liability, including subcontractor liability</li> </ul>	
4. Automotive Liability Insurance	<ul style="list-style-type: none"> <li>▪ \$1,000,000 combined single limit per occurrence on all owned, leased or rented vehicles</li> </ul>
<ul style="list-style-type: none"> <li>▪ ISO Business Auto Coverage Form CA 00 01 07 97</li> </ul>	
5. Excess Umbrella Liability Insurance	<ul style="list-style-type: none"> <li>▪ \$5,000,000 annual aggregate, in excess of Employer's, Commercial General &amp; Automotive Liability insurance</li> </ul>
<ul style="list-style-type: none"> <li>▪ Aggregate Per Project Endorsement</li> <li>▪ Completed operations coverage for a period of two (2) years after final acceptance of the completed Contractor's work.</li> </ul>	

The policies of insurance shall provide at least thirty (30) days' prior written notice of cancellation.

All policies provided by the Contractor shall be issued by a financially responsible companies licensed to issue such insurance in all applicable states and have an AM Best rating of "A-" or better and a financial size category of A-VIII or better and be satisfactory to all of the Additional Insured Parties, and in form and substance acceptable to Additional Insured Parties.

Insurance shall name **Square 452, LLC, Square 452 Venture Limited Partnership, Gould Property Company, Gould Property Management, LLC, Gould 600 Massachusetts Avenue GP, LLC, Gould 600 Massachusetts Avenue Holdings, LLC, Square 452 General Partner LLC, Greyhound Associates Limited Partnership, Greyhound Partners Corporation, Gould Properties LLLP, Konterra Realty, LLC, OPG Investment GP (US), LLC, OP 600 Mass Ave Investco (US), LLC, and the Massachusetts Mutual Life Insurance Company,** as Additional insureds as respects to Commercial General Liability, Automotive Liability and Excess Umbrella Liability Insurance; shall contain a waiver of subrogation against any Additional Insured; and the coverage provided shall be primary and non-contributory (with any Additional Insured liability policies secondary and non-contributory).

Certificate Holder: Square 452, LLC, c/o Gould Property Company  
600 Massachusetts Avenue, NW  
Washington, DC 20001