



## *7<sup>th</sup> Floor Patio Guidelines*

**Availability:** The 7<sup>th</sup> Floor Patio is available, by reservation Monday-Friday (excluding holidays), for Fourth & Madison tenants' business purposes.

**Scheduling:** Reservations are scheduled by the hour and are accepted on a first-come, first-served basis.

Please email your reservation request to the Property Management Office at [4M.PMO@hines.com](mailto:4M.PMO@hines.com). Set-up of an event may begin no earlier than 1:30pm. The patio is able to be reserved; however, barriers are not in place to prevent other building tenants from accessing this area during reserved times.

*\*Please note that carts and large items are prohibited in the podium elevators and must be delivered via the service elevator; use of the service elevator to access the 7<sup>th</sup> floor is restricted and must be scheduled at least 24 hours in advance by contacting the Property Management Office.*

*\* To ensure safety of valuable items, **do not** leave items unattended.*

**Signage:** Event signage may be placed in the lobby and in the 7<sup>th</sup> floor elevator lobby; please submit signage to the Property Management Office for approval and placement.

**Propane Grills:** Tenants may not bring in personal barbeques; however, a propane grill is available for rent from approved vendors and/or the Property Management Office (see below).

**Restrooms:** Restroom access is limited; tenants may use the unisex restroom located in the elevator corridor on the 7<sup>th</sup> floor. Please contact the Property Management Office for the restroom access code.

**Set-up:** Round tables, chairs, and bench style seating are included on the patio. Additional folding tables and chairs are available and must be coordinated, in advance, with the Property Management Office.

(5) – 42” round tables      (11) – 36” round tables      (30) – Patio chairs

*Set-up is the responsibility of the tenant; however, set-up assistance is available with one week's prior notification and will be billed to the tenant.*

**Cleaning:** It is the tenant's responsibility to restore the 7<sup>th</sup> Floor Patio to its original condition. This includes but is not limited to: returning all furniture to its designated location; placement of all garbage and recyclable material in receptacles provided, and removal of all catering items, containers, and decorations. Cleaning fees at a minimum of \$100 will be charged to the tenant if the patio is not cleaned after use.

For questions, please contact Hines Property Management at 206.262.4100 or [4M.PMO@hines.com](mailto:4M.PMO@hines.com)

*Thank you for your cooperation!*



### Barbeque Rental Agreement:

**Equipment:** A Blue Ember iQue Grill is available for rent. The grill is equipped with 4 burners totaling 650 square inches of grill space, and a side and rotisserie burner.

**Availability:** The building grill is available to rent, Monday-Friday from 8am-5pm (excluding holidays), for tenants’ business purposes.

**Reservations:** Reservations are required with a one week advanced notice and are accepted on a first-come, first-served basis. Please email your reservation request to the Property Management Office at [4M.PMO@hines.com](mailto:4M.PMO@hines.com).

**Rate:** The grill is available for rent at a price of \$100; this includes: one (1) five gallon propane cylinder. Additional propane cylinders must be requested in advance, and are available for \$50 per cylinder.

**Propane Cylinders:** The Seattle Fire Department and Building Management require tenants follow strict protocol for use of propane grills on the 7<sup>th</sup> Floor Patio:

- Tenants may **not** bring in personal barbeques or propane cylinders
- All propane cylinders must always be attended, kept in an upright position, and secured to the barbeque unit to prevent the container from falling or being impacted
- A fire extinguisher (provided with the grill) must be positioned near the propane cylinder for use in an emergency

**Set-up:** The grill will be brought to the 7<sup>th</sup> Floor Patio prior to the commencement of your event. The grill must be used in its designated location (see below for grill location).

**Cleaning:** It is the tenant’s responsibility to restore the grill to its original condition. This includes but is not limited to wiping down the grill to remove food particles, cleaning the grill grates, and returning all equipment in good condition so that it is ready for its next use. Cleaning fees, at a minimum of \$100, will be charged to the tenant if the grill is not cleaned after use.

For questions, please contact Hines Property Management at 206.262.4100.

*Thank you for your cooperation!*

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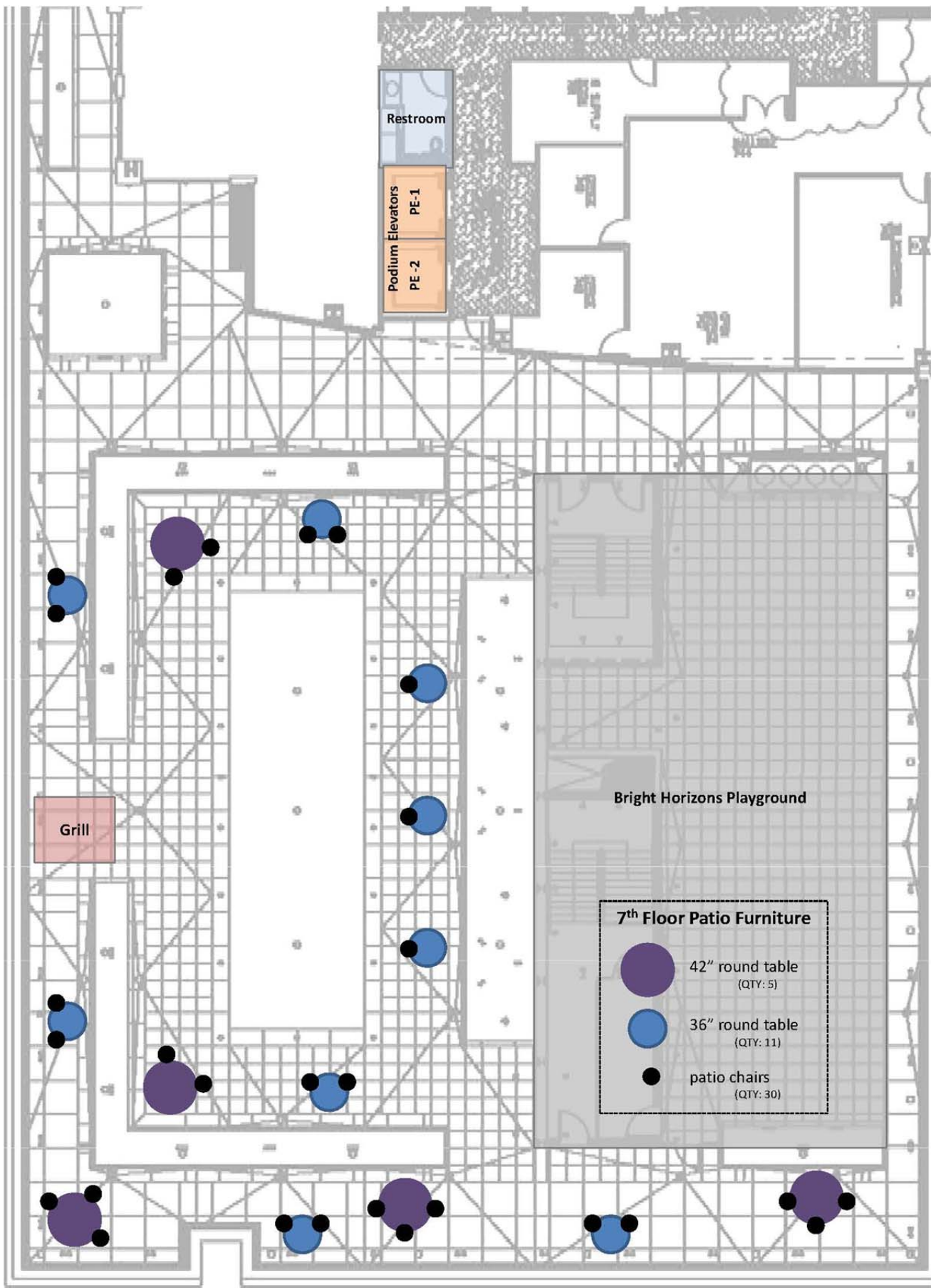
Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature



Restroom

Podium Elevators  
PE-2 PE-1

Grill

Bright Horizons Playground

- 7<sup>th</sup> Floor Patio Furniture**
- 42" round table (QTY: 5)
  - 36" round table (QTY: 11)
  - patio chairs (QTY: 30)