

APPROVAL FORM FOR USE OF UNIVERSITY CIRCLE PLAZA

Please provide the following information and submit to the University Circle Management Office along with a layout of the proposed event set up [including tent installation \(if any\)](#).

Should there be a change in the below information, please notify Management in writing as soon as possible, and in no case, later than 48 hours prior to the event..

[A meeting will be required between Management and the Event Project Coordinator no later than 48 hours before the event set up.](#)

CONTACT INFORMATION

Name:

Telephone Number:

Email:

Name of Organization:	
Date and Time of event:	
Duration of event:	
Approximate number of Attendees:	
Visitors:	
Employees:	
Name of Event Project Coordinator:	
Names of Service Providers (if any)	
Party Equipment:	
Tent Rental Provider	
Valet service:	
Caterer:	
Entertainment:	
Photographer:	
List of equipment:	
Tables:	
Chairs:	
Other:	
Will tents be installed?*	
If so, provide description of tent	
If so, list dimensions including height	
Space required for food/beverage set up:	
Time of Set up:	
Time of Breakdown:	
Will a power source be necessary	
Other special requirements?	

APPROVAL:

Date:

Signature:

Notes:

REGULATIONS FOR USE OF THE UNIVERSITY CIRCLE PLAZA

- 1 The use of the Circle for special events in conjunction with Tenant's operation of business is permitted by Owners and Tenants (User) at users' sole cost and expense on a first come, first served basis.
- 2 Use of the Circle is to be approved by University Circle Management and such permission is to be requested in writing two weeks prior to the event.
- 3 **Events** are permitted according to the following times:
 - a. Monday through Friday: 6 p.m. - Midnight
 - b. Saturday & Sunday: 8 a.m. - Midnight
 - c. Monday through Friday 8 a.m.-6 p.m. with the requirement that any event in which invitees are not tenant employees or hotel guests will require mandatory valet parking due to the unavailability of surface parking at such times. Additionally, approval of use requests during these hours will be at the sole discretion of management.
- 4 Event **setup** is permitted according to the following times:
 - a. Monday through Friday: Midnight - 6 p.m.
 - b. Saturday & Sunday: Midnight -8 p.m.
- 5 All clean-up and repair to the Common Area is required immediately following the special event.
- 6 **No cooking** is permitted on site (with the exception of the Hotel which is zoned for this type of use.)
- 7 **No cooking or food/plate preparation will take place within the Circle. All efforts will be made to minimize view of food/beverage setup.**
- 8 All services required for the event are to be provided and paid for by the user, and the identity of the providers is to be communicated to Management at the time of the use
- 9 The User must assume responsibility for and indemnify the Property Owners of University Circle against all liability arising from the use of the Common Area for the special event.
- 10 The Circle may not be used more than two (2) times a week or more than five (5) times a month. Any request that exceeds this amount will be considered by Management per section 4.7 of the CC&R's.
- 11 The User may not allow goods or services to be displayed or allowed for sale in the Common Area.
- 12 The User must take all necessary precautions to protect the circle landscaping and is responsible for the cost to repair and/or replace any damage to the area. All efforts will be made to ensure that Circle turf is subjected to normal "wear and tear" only
- 13 No objects can be placed in the reflecting pool, and guests are not permitted to sit or stand on the fountains.

The use of the Circle may not interfere with the flow of traffic throughout the property or inconvenience other occupants of University Circle.
- 14 Provisions for guest parking and/or location of valet parking must be approved in advance by Management.
- 15 All activities must comply with the Rules and Regulations of the Office Buildings.

- 16 As University Circle is private property, the association security are authorized to request any participant of the special event to leave the premises in order to preserve the CC&R's of the property and the quiet enjoyment of the building occupants.
- 17 All delivery vehicles are to be parked in the perimeter stalls marked "Loading and Unloading Only." No delivery vehicles are allowed to unload in the center of the plaza.
- 18 Should a setup cover more than a single event, all equipment servicing the events shall be removed from sight until required at the subsequent event (s) in order to preserve common area aesthetics.
- 19 Installation of tents on the circle will be permitted upon approval by management and must conform to the following regulations:
 - A All tents will be removed from the Circle immediately following the event, and in all cases within 48 hours of installation.
 - B No unloading of the tent structure/components will take place in the Circle drive.
 - C Installation/removal of any tent structures will be site supervised by the event sponsor. Contact information for the supervisor will be provided to Management in advance of the event.
 - D An eight foot wide boundary around the Circle must be left clear as a path of travel, and no tent components will be allowed in this area.
- 20 Event set up and break down must be done in a manner that minimizes foot traffic in the Circle drive and will be supervised by the event sponsor.
- 21 Event set up is limited to exterior tables, chairs, lecterns and other furniture consistent with outside events.
- 22 No equipment that can cause turf damage from heat, weight, method of movement (ie. wheels) shall be permitted to sit directly on the Circle turf.

RULES AND REGULATIONS FOR SIGHT AND SOUND PROJECTIONS

- 1 No exterior lights, lighting or light projection (Sight Projections) are permitted that interfere with other occupants of University Circle.
- 2 No exterior sound systems, loud speakers or sound projection (Sound Projection) are permitted that interfere with the other occupants of University Circle.
- 3 No strobe lights or search lights are permitted at any time on the property.
- 4 No Sight Projections are permitted to shine directly into any buildings.
- 5 Sound Projection **can not** be used at a volume that can be heard inside a building during the following hours, and if this condition exists the building occupants can request the the volume be decreased so as not to be heard within the building.
 - a. Monday - Thursday: At all times
 - b. Friday - Saturday: Midnight to 6 p.m.
 - c. Sunday: Midnight to 8a.m.
- 6 Sound Projections **can** be used at a volume level that can be heard inside the buildings during the following hours; however, the volume can not be so loud as to interfere with or materially inconvenience other building occupants.
 - a. Friday - Saturday: 6 p.m. - midnight
 - b. Sunday: 8 a.m. - midnight

CERTIFICATE OF INSURANCE REQUIREMENTS

Certificates are to include the Certificate Holder and Additional Insureds noted at the bottom of this page. Please have all service providers fax their Certificates of Insurance per the below limits to our office at (650) 289-0753. An original copy should also be mailed to the address of the Certificate Holder as provided below..

Broad Form Commercial General Liability: \$1,000,000 million per occurrence, \$2,000,000 aggregate (such insurance must include contractual liability, personal injury protection, and completed operations coverage).

Employer's Liability: \$500,000 per accident, \$500,000 disease, policy limit and per employee.

Umbrella Liability: \$2,000,000 minimum per occurrence and in the aggregate.

Auto Liability: \$1,000,000 million

Workman's Compensation: \$1,000,000 million, statutory limit

Property Insurance: Coverage for tools and equipment brought onto and/or used on the Property- an amount equal to the replacement costs of all such tools and equipment.

Certificate Holder:

Wells REIT II – University Circle, L.P
1900 University Circle, Suite 100
East Palo Alto, CA 94303

Additional Insureds:

1. Wells REIT II – University Circle, L.P.
2. Wells Real Estate Funds
3. East Palo Alto Hotel Development LLC
4. University Circle Owners Association