

We are pleased that you chose The Mills Building Roof Terrace as the location of your upcoming event. Please keep in mind the following information as you begin your preparations.

**IMPORTANT CONTACTS:**

	<b>Name</b>	<b>Phone #</b>	<b>E-mail Address</b>	<b>Fax #</b>
<b>Building Manager:</b>	Lavon Butler	202.207.3959	lbutler@akridge.com	202.347.8043
<b>Chief Engineer:</b>	Mike Reilly	202.439.0866	mreilly@akridge.com	202.347.8043

**Building Access**

Please keep in mind the building elevators are secured at 6:00 pm each evening (Monday through Friday) and require an authorized building ID card for access. Please make sure that you have a representative from your office present in the lobby to greet your guests, as well as provide access into the building and to your floor via the elevators. Alternatively, you may provide a guest list to the security guard on duty, who can provide access to only those guests on the list.

If you would like to unsecure the elevators to the roof terrace (9<sup>th</sup> floor), please e-mail Datawatch at least 48 hours in advance at [Programming@Datawatchsystems.com](mailto:Programming@Datawatchsystems.com). Please copy your building manager on the e-mail as well. Please note the security guard is not authorized to give building access or elevator access to any visitors to the building.

**Event Staffing**

Please note that one Akridge porter is required for all roof events. The porter will be available to assist with set up and clean up. Should the porter be unavailable, an engineer may be required to provide coverage. Rates are outlined in Access Agreement. Events with more than 100 guests may require an additional porter. Please note that porter hours are based on hours commencing with the caterers from time of set up to final cleanup.

**Catering**

You are welcome to utilize the caterer of your choice. We are happy to recommend catering companies that are familiar with the building. A walk through is required for all roof events. Please coordinate with building manager, Lavon Butler. Please note that all set-up must take place on the roof terrace. Unfortunately, we are not able to provide storage or prep areas elsewhere in the building. Set up and storage in the stairwells is prohibited, for the safety of our Clients and guests.

**Information required for roof events:**

- Date and time of your event
- Number of guests
- Name and phone number for your company's on-site contact for the event
- Certificate of insurance from your caterer/other vendors
- Schedule deliveries with your Building Manager
- Arrange for greeter in the lobby or provide a guest list for the security guard

**Insurance**

A certificate of insurance (COI) is required from your catering company and any other vendors that may be associated with the event (tent company, etc). The COI must provide the following levels of coverage:

Bodily Injury Liability	\$1,000,000 per Occurrence
Property Damage Liability	\$1,000,000 per Occurrence
Host Liquor Liability	\$1,000,000 per Occurrence
Fire Legal Liability	\$1,000,000 per Occurrence

All coverage shall name the building Owner, The Mills Building Associates, LLC and building Property Manager, The John Akridge Management Company, as Additional Insured. Please be sure that this is sent to your building manager's attention prior to the start of the event.

**Alcohol**

Please note that if liquor will be served during the event, your caterer must show evidence of Liquor Liability insurance coverage on their certificate of insurance.

**Glass**

No glass bottles or glass drinkware may be used, however, caterers or other drink preparers may pour beverages from glass bottles into plastic drinkware for consumption by guests.

**Event Set Up**

Set up by caterers may begin at 4:00 pm. Please be courteous to the Clients on the 9<sup>th</sup> floor by keeping the noise at a reasonable level during the set up process, especially in the hallways.

If you wish to arrange for a tent as part of your event, please coordinate directly with your building manager.

All catering deliveries will need to be brought in through the rear entrance on G Street, and using the freight elevator only. Deliveries must be scheduled at least 72 hours in advance by e-mailing [service1700@akridge.com](mailto:service1700@akridge.com) with the date/time and vendor information.

**Parking**

The Mills Building parking garage closes at 7:00 pm. If you are interested in extending the hours of the garage, valet parking or any other special requests please contact Ayalew Tessema with LAZ Parking at (202) 437-0334 at least two (2) weeks prior to the event.