

Event Space Policies, and Procedures

All event request to be held in the common areas at Coda will be approved and booked by Portman Management. If you have any questions about any of these policies and procedures, please contact the management office at 404-920-2500. Each individual event/booking shall have a specific Facility Agreement drawn up that will reflect the elements and requirements for each unique event. All events are subject to these policies and procedures. Portman Management reserves the right to refuse permission for any event in the common area that does not meet the building owners' approval.

Facility

The Facility Agreement covers the use of the venue only. User is responsible for all other services/needs.

Event Coordinator/User is responsible for providing Portman Management with list of all vendors, their respective contact information and COI within 10 days of the event.

Signage in common areas is not permissible unless it has been pre-approved by Portman Management. Unapproved signs will be removed.

Sidewalks, halls, passages, exits, entrances, elevators, escalators and stairways of the Building shall not be obstructed by any event or used for any purpose other than for ingress to and egress from the premises.

Event Times

Events taking place Monday-Friday may NOT begin before 5:00pm without prior approval by Portman Management.

Event end times may NOT extend past midnight.

Deliveries

Deliveries of equipment, furniture or supplies on weekdays must be made after 3:00 pm the day of the function.

Portman Management staff will not assist in loading, unloading, or carrying equipment to Event area. The User and/or User's vendors should provide their own dollies or carts.

The Freight Elevator is secured by access control and must be scheduled by Portman Management to ensure availability on the day of your event.

All hand trucks, carts and dollies must be equipped with rubber tires and side guards to be used in any space in the building.

Pick up of equipment, furniture or supplies must be completed no later than 8:00 am the day after the function. Failure to comply will result in additional security costs.

Personnel

Portman Management requires all Users to have a Coda Security officer on-site during all events. The User is responsible for labor charges incurred by their event. Security is required during vendor set up and clean up as well as during the event. All events involving alcohol will require an additional officer during the service of

alcohol. See cost below for security personal. Twenty-four-hour notice for cancelations is required to avoid security charges.

Portman Management requires all Users to have a Coda Housekeeper on-site during all events. The User is responsible for labor charges incurred by their event. Housekeeping is required during vendor set up and clean up as well as during the event. See cost below for Housekeeping personal. Twenty-four-hour notice for cancelations is required to avoid housekeeping charges.

Catering

Catering companies shall be approved by Portman Management. Caterer must provide required & appropriate permits in connection with events. Food and beverages may be consumed and served in designated areas only.

The User will be responsible for ensuring that the caterer cleans up thoroughly. This includes removing all catering equipment and supplies from the premises.

Caterers may not cook with open flame inside building. Caterers may use canned heat (Sterno) to warm food, only if a fire extinguisher and designated person to operate the extinguisher is within 20ft while lit. It is the Users responsibility to make sure an extinguisher is withing 20ft prior to the event date. All vendors are responsible for providing their own canned heat and food management materials.

Trash cans and liners will be provided by Portman Management. Housekeeping will empty trash from cans and replace liners throughout the event and ensuring trash areas are clean at end of event. Housekeeping will ensure that all trash is removed from the event area upon completion.

Insurance

Prior to the day of the event, all event vendors are required to provide a certificate of insurance to Portman Management, per the requirements of the attached Exhibit A.

Alcoholic Beverages

The User is solely responsible for complying with all city, county and state laws, rules, ordinances, and regulations concerning the service and consumption of alcoholic beverages.

Decorations

The following decorations are specifically prohibited at Coda – confetti (static and cannons), glitter, stickers, spray paint, liquid paint, burning objects, helium balloons, rice, streamers, fireworks or poppers.

No furniture or decoration objects belonging to Coda may be moved from their respective positions without the permission of Portman Management.

The User is responsible for making arrangement for renting equipment needed for event. Portman Management has a limited number of additional tables and chairs for use.

Nothing may be nailed, tacked, taped, hung, stapled or affixed in any way to the facility, inside or out. All decorations, other than free standing, must be approved by Portman Management. In no manner will User

permit any employee, guest or contracted party to deface, damage or otherwise injure Portman Management property or its facility.

User is responsible for picking up all decorations at completion of event.

Power/Electric

All energy and power needs must be reviewed with Portman Management prior to the event; we recommend at least 4 weeks prior to Event to avoid last minute emergencies. Electrical equipment may only be serviced by electrical lines designated by Portman Management as having enough capacity. Any electrical equipment such as microphones, speakers, amplifiers, projectors, extension cords, etc. must be in the event areas.

The User is responsible for providing their own A/V equipment for the event.

Heating, Ventilation and Air Conditioning

Normal building hours are Monday through Friday, 8:00 am to 6:00 pm, Saturday, 8:00 am to 1:00 pm. Events held outside of normal building hours will require Overtime Heating, Ventilation or Air Conditioning (X-HVAC). See cost below for X-HVAC services.

Fire Safety

The Portman Management enforces fire protection safety codes and is subject to inspection by the Atlanta Fire Department. No pyrotechnic devices, smoke/fog machines or open flame are allowed without prior written consent from Portman Management. Candles may be used if side glass enclosure fully extends beyond flame height. All fire aisles and exits must be kept clear of equipment and people. No smoking is allowed anywhere in the building or on the premises. *Failure to follow these rules will result in the immediate suspension of the event until the conditions are corrected. If they are not corrected, the event will be cancelled without refund to the User.*

Damage to Facilities and Equipment

If User or any of User's staff, volunteers, participants, invitees, licensees and/or any individual(s) on or near the Facilities and Equipment causes damage to Portman Management's Facilities and Equipment, other than normal wear and tear, User shall be responsible for repairing the damage and restoring the Facilities and Equipment to their condition prior to use thereof. User's Deposit shall be applied to any cost of the damages or restoration and User will be responsible for any additional cost in excess of the Deposit.

Restrictions

There are no controlled substances, commercial advertising or firearms allowed on Coda premises.

Safety

User agrees to abide by and comply with directions and instructions issued by uniformed Coda Security officers.