

ATRIUM RENTAL INFORMATION

- **Atrium Rental Fees** & information is attached.
- **Rental Checklist:** Please complete the attached rental checklist & forward it to my attention after contacting me for date availability. Please include event start / end times & early set-up times. Set-up time during weekdays is 4 pm & weekends is 6:30 am. Upon receipt, I will forward a contract for your review & signature.
- **Caterer** list attached.
- **After Hours HVAC** (Heat, Ventilation or Air Conditioning) fee after normal business hours; please see attached After Hours HVAC form for details.
- **Certificate of Liability Insurance** is due at least 10 days prior to an event or the event will be cancelled. Sample attached; workers comp. & excess / umbrella coverage is not needed. If you are a tenant, we already have the Certificate of Liability Insurance on file.
- **Cleaning Fees:** For events with food & beverage, cleaning fees will apply. The start time is the same start time as the event, plus one additional hour after the end time of the event. Upon receipt of your completed checklist, we will create a cleaning request form & send it with the contract for your review & signature. If you need costs ahead of time, please contact me.
- **Security:** For larger events with alcohol served, extra Security Guards may be contracted for the time of your event; rates are attached & a security request form will be sent with your contract for your review & signature. Security needs will be on a case by case basis as decided by the Property Manager. If you need costs ahead of time, please contact me.
- **Floor Plans:** The floor plans attached include Atrium area, Atrium lights & 2000 Lobby area. Please let us know if you would like some of the lights turned off during your event.
- **Atrium Area:** All items must be removed from the Atrium immediately following your event; this includes all caterers, vendors, etc. No access allowed into landscaped areas of Atrium; you are responsible for any damage to landscaped areas. Thank you for your cooperation.
- **Maps & Driving Directions** are available on our website www.southfieldtowncenter.com. A site map is attached showing the 2000 main entrance & handicapped ramp entrance.

Thank you for your business & have a great day!

Karen Jakubiec

Southfield Town Center

Blackstone Property Management

2000 Town Center, Suite 350, Southfield, MI 48075

Direct: 248-440-1416, Main: 248-350-2222 x216, Fax: 248-350-2266

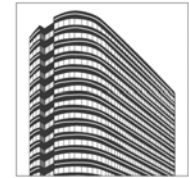
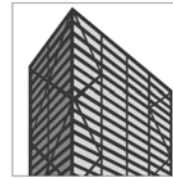
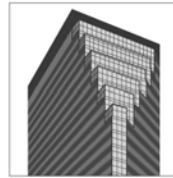
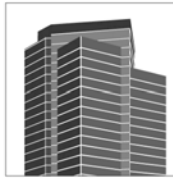
kjakubiec@breapm.com

www.southfieldtowncenter.com

2000 TOWN CENTER, SUITE 350, SOUTHFIELD MICHIGAN 48075 P 248.350.2222 F 248.350.2266

WWW.SOUTHFIELDTOWNCENTER.COM

BLACKSTONE PROPERTY MANAGEMENT



RENTAL FEES ATRIUM & CONFERENCE ROOM

Atrium, 3000 Town Center, Next to the 2000 Town Center Lobby

- 225 people seated depending on set-up & by using the upper 2000 lobby area
- 150 people seated within the Atrium area only
- Maximum occupancy is 500 people for strolling functions
- \$2,500 rental fee - flat rate per day
- \$1,000 security deposit – refundable after event if no damages
- Additional charges are catering, tables & chairs, cleaning if food & beverages are served & After Hours HVAC (heat, ventilation or air conditioning fee after normal business hours; please see After Hours HVAC form.)

Conference Rooms, No Security Deposit, Rental Fee is a Flat Rate per Day

1000 Town Center, Suite 100

- 30 - 40 people classroom-style
- 40 people theater-style with chairs only
- \$220 rental fee (\$200 rental fee per day, plus a 10% admin. fee)

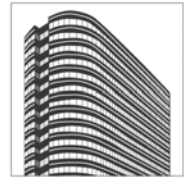
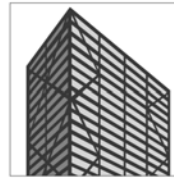
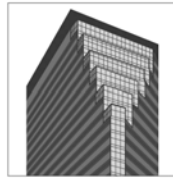
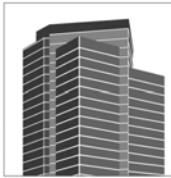
3000 Town Center, Suite 82

- 28 people classroom-style
- 37 people theater-style with chairs only
- \$220 rental fee (\$200 rental fee per day, plus a 10% admin. fee)

4000 Town Center, Suite Retail-5

- 60 people classroom-style
- 70 people theater-style with chairs only
- \$440 rental fee (\$400 rental fee per day, plus a 10% admin. fee)
- Overhead lights are divided into 3 sections & can be turned off individually for presentations

Rev. 2/2/2009



ATRIUM CHECKLIST

Renting Party _____

Contact Person _____

Phone & Fax _____ / _____

Address _____

Area Rented _____ **ATRIUM** _____

Date(s) of Function _____

Time of Event _____

Type of Function _____

Will Liquor be Served? Yes No

No. of Guests _____

After Hours HVAC _____ / _____ / _____
A/C \$70/hr. Heating \$35/hr. Air Circulation \$15/hr.

Please make checks payable to: BRE/SOUTHFIELD L.L.C.

..... Please Do Not Write Below this Line

Service Center Notified HVAC: Yes, Fax Date: _____ N/A
 Floor Plan: Yes, Fax Date: _____ N/A

Contract _____ / _____
Date Sent to Tenant Date Rec'd.

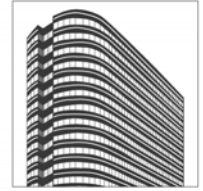
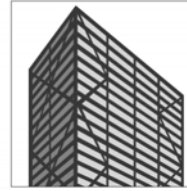
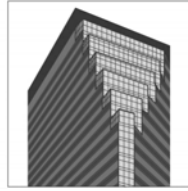
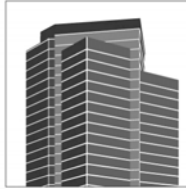
Security Deposit **\$1,000** / _____
Amount Date Rec'd.

Rental Fee **\$2,500** / _____
Amount Date Rec'd.

HVAC Charge _____ / _____
Amount Date Rec'd.

Accounting Dept. _____ / _____
Total Amount Date to Acctg.

Certificate of Insurance _____ / _____
Current Expired



CATERERS – TOWN CENTER

The following Southfield Town Center Restaurants are prepared and ready to accommodate you with your business and / or personal functions hosted at the Southfield Town Center:

- * **Compass Group USA, Inc.** 3000 Town Center, Suite 50
Contact: Kirk Williamson, 248-208-0042 & Drew Lovell, FMP, 248-208-0041
 - Atrium Café, Grab 'n go breakfast & lunch assortments, salads, frozen yogurt

- La Terrace Restaurant** 4000 Town Center, Suite 4
Contact: Jeff Hadous, 248-356-3110
 - Full menu offerings, specialties in Greek salads, gyros, Coney's

- * **Skyline Club** 2000 Town Center, 28th Floor
Contact: Kelly Schaeffer & Chris Hamilton, 248-350-9898
Full service catering specialists, Hors d'oeuvres to main courses, cocktails
 - Private dining facilities available atop 2000 Town Center building

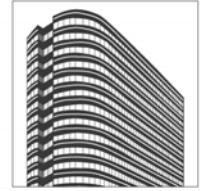
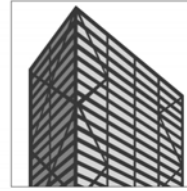
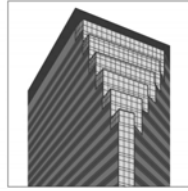
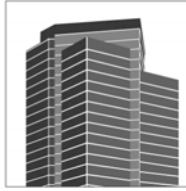
- Westside Deli** 1000 Town Center, Suite 190
Contact: Isaac & Sue Radzinski, 248-352-4646
 - Breakfast assortments, lunch trays, pizza

- * **Westin Hotel** 1500 Town Center
Catering & Sales: Karie Nassif, 248-728-6541 & Mary Gardner, 248-728-6544
 - Audio Visual equipment is available through the Westin Hotel by calling 248-827-4000.

- * **Contacts for weddings, receptions & other Atrium events.**

Rev. 3/25/09

Southfield
TOWN CENTER



CATERERS FOR ATRIUM EVENTS

Please choose one of the following Southfield Town Center Caterers for an Atrium event.

Skyline Club

2000 Town Center, 28th Floor

Contact: Kelly Schaeffer & Chris Hamilton 248-350-9898

Westin Hotel

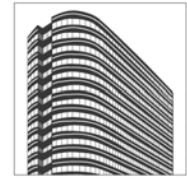
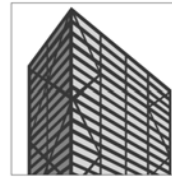
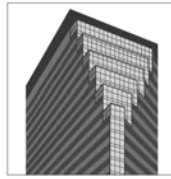
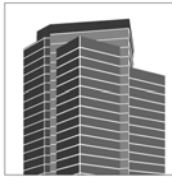
1500 Town Center

Contact: Karie Nassif 248-728-6541 & Mary Gardner 248-728-6544

Rev. 9/28/09

2000 TOWN CENTER, SUITE 350, SOUTHFIELD MICHIGAN 48075 P 248.350.2222 F 248.350.2266
WWW.SOUTHFIELDTOWNCENTER.COM

BLACKSTONE PROPERTY MANAGEMENT



AFTER HOURS HVAC REQUEST FORM

Today's Date: _____

Date(s) for HVAC request: _____

Location for After Hours HVAC: _____

Company Name: _____ Building: _____ Suite: _____

Billing Address: _____

I AM AWARE OF THE CHARGES FOR AFTER HOURS HEATING/COOLING. I UNDERSTAND AND AGREE TO THE CHARGES STATED BELOW.

PLEASE CHECK ONE:

MAY 1ST – SEPTEMBER 30TH

{ } FAN ONLY – \$15.00 PER HOUR

{ } AIR CONDITIONING – \$70.00 PER HOUR

OCTOBER 1ST – APRIL 30TH

{ } HEATING/VENTILATION –
\$35.00 PER HOUR

START TIME: _____

OFF TIME: _____

AUTHORIZED SIGNATURE: _____

REQUESTS FOR AFTER HOURS VENTILATION OR AIR CONDITIONING MUST BE REQUESTED BY 3:00 PM ON THE DATE YOU ARE IN NEED OF SERVICE OR BY 3:00 PM ON FRIDAY FOR WEEKEND SERVICE.

NORMAL HOURS OF HVAC OPERATION ARE AS FOLLOWS:

- MON. – FRI. 6:00 AM – 6:00 PM
- SATURDAY 8:00 AM - 2:00 PM
- SUNDAY NO HVAC

PLEASE FAX THIS FORM TO THE SERVICE CENTER / STAN TSCHETTER AT 248-415-0986.

Modification of Request: Only to be changed and completed by Authorized person

Change of time for service requested: Time change from _____ to _____

Change of request from Fan, Air Conditioning or Heating to: Fan _____ AC _____ Heating _____

Approved by: _____ Position: _____ Co. or Vendor: _____

Engineering:

Request for After Hour HVAC Completed according to the approved request.

By: _____ Time: _____ Date: _____

Report all abnormal conditions to Chief Engineer.

Rev.
8/14/09

ACORDTM CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
PRODUCER INSURANCE COMPANY NAME ADDRESS	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED TENANT NAME ADDRESS	INSURERS AFFORDING COVERAGE	NAIC #
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

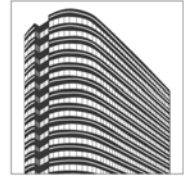
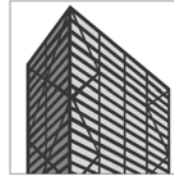
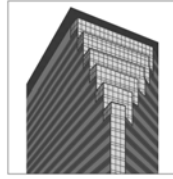
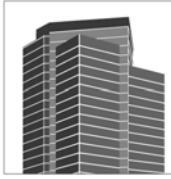
INSR ADD'L LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/>				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

ADDITIONAL INSURED: BREA PROPERTY MANAGEMENT OF MICHIGAN LLC AND BREA MANAGEMENT LLC

CERTIFICATE HOLDER BRE/SOUTHFIELD LLC C/O BLACKSTONE PROPERTY MANAGEMENT 2000 TOWN CENTER, SUITE 350 SOUTHFIELD MI 48075	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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Southfield
TOWN CENTER



TO: ATRIUM / 2000 LOBBY RENTAL ORGANIZERS
FROM: PROPERTY MANAGER
RE: CLEANING COSTS

Please be advised that all rentals of the above facilities which include food and beverage will be required to include cleaning staff at the prescribed levels:

Cleaner Rates

\$17.04/hr. – Weeknight rate until midnight
\$25.54/hr. – Saturday
\$34.06/hr. – Sunday
\$45.58/hr. – Holidays

Supervisor Rates

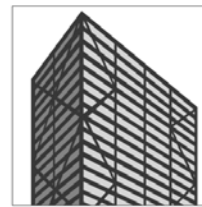
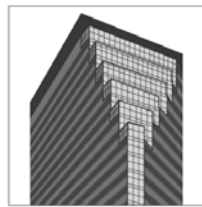
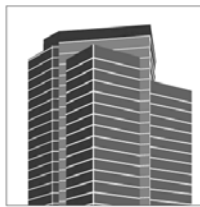
\$26.58/hr. – Weeknight rate until midnight
\$39.86/hr. – Saturday
\$53.15/hr. – Sunday
\$66.46/hr. – Holidays

000 – 100 people: 2 Cleaners
101 – 200 people: 1 Supervisor + 2 Cleaners
201 – 300 people: 1 Supervisor + 3 Cleaners
301 – 500 people: 1 Supervisor + 4 Cleaners
Over 500 people: To be discussed

* Please note a 10% administrative billing charge will be added to the sum.

Cleaners and Supervisors are responsible for general housekeeping of the rented areas. Restrooms, stairwells and other general areas will be monitored throughout the event. Cleaners and Supervisors are required to stay 1 hour after the completion of the event to return rented areas to regular building condition.

The renter's Clean-up Responsibilities sheet listed separately should not be mistaken as included above.



CLEAN-UP RESPONSIBILITIES FOR ATRIUM RENTALS

	Date Completed - Initials
1. Check area just outside the theater doors (look for glasses, spills, etc.)	_____
2. Check both small vestibules on either side of the café (check all corners)	_____
3. Check entire lower & upper Atrium area (look for used glasses, food, broken glass, napkins, toothpicks, leftover decorations, etc.)	_____
4. Check 2000 / 2 nd floor restrooms for same items listed in #3.	_____
5. Walk entire landscaped walkways & look for same items listed in #3.	_____
6. Check under main stairs in the 2000 Lobby for party items, etc.	_____
7. Check upper Atrium seating area (near Scottrade)	_____
8. Check all elevators in 2000.	_____
9. Check & vacuum 2 nd level from stairs to restrooms.	_____
10. Empty trash cans by elevators on 1 st & 2 nd floors.	_____
11. Sweep & spot mop entire Atrium area (lower bowl, main area, in front of café, theater entrance, in front of all first floor suites & all around the security desk. In other words, all areas that were used for the party that had food served or consumed need to be mopped.)	_____
12. Mop stairs from 2000 lobby to Atrium & from 2 nd level to lobby.	_____
13. Check all columns for damage.	_____

**Reminder: Strictly NO SMOKING before, during or after any event.
On behalf of the entire staff of the Southfield Town Center, thank you very much!**

Discrepancies: _____

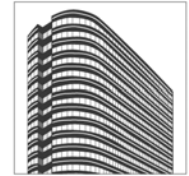
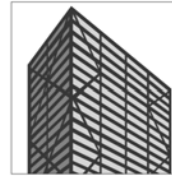
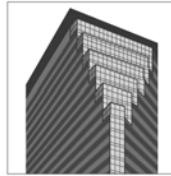
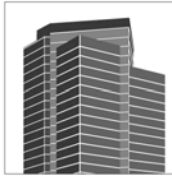
Reported to: _____

Time Reported: _____

Pictures Taken: _____

Revised 5/24/10

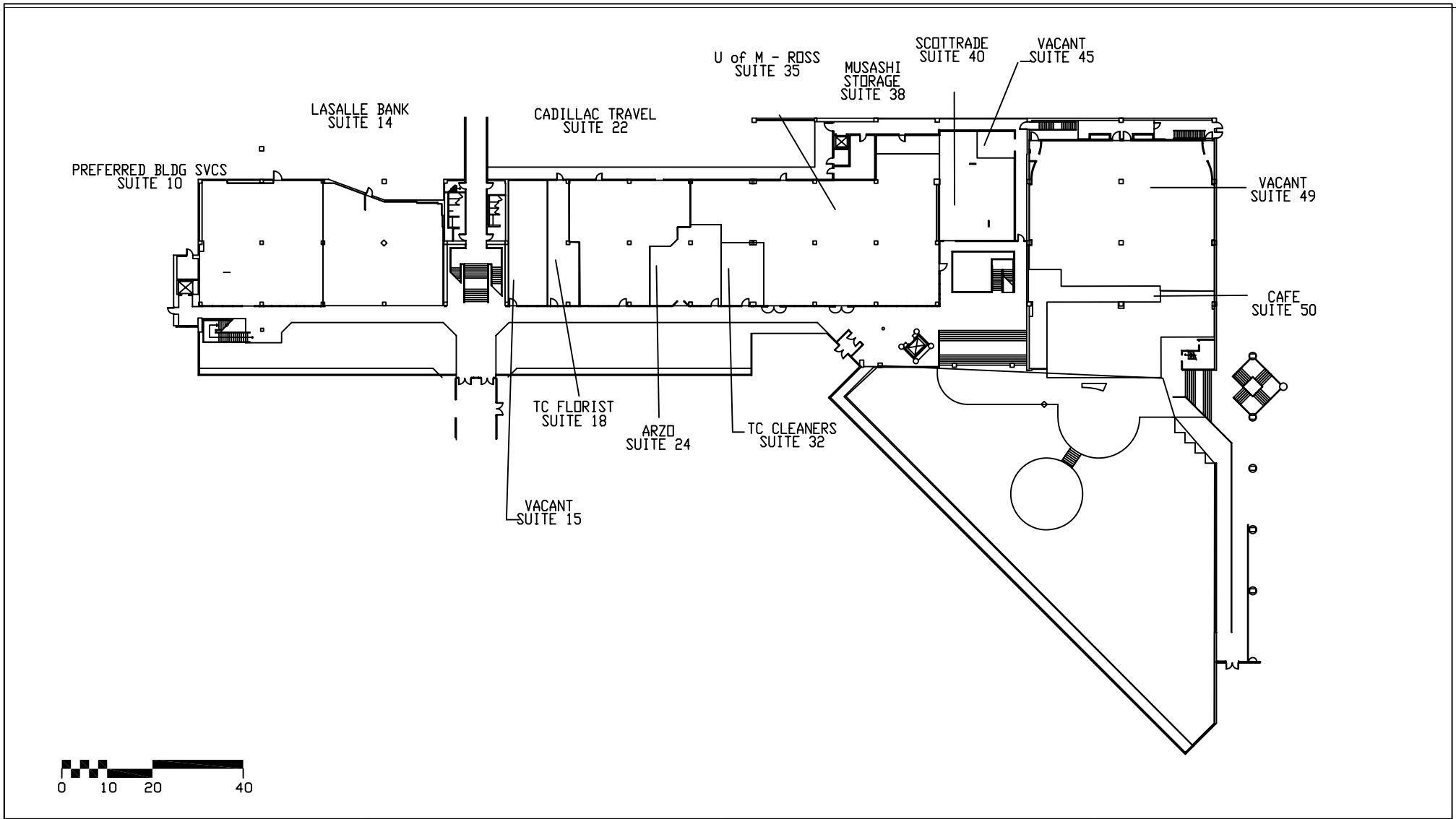
Southfield
TOWN CENTER



SECURITY BILLING RATES

For Atrium Events, extra Security Guards may be contracted at \$22.00 per hour / per guard.

Please contact our Management Office, 248-350-2222, ext. 216, to schedule extra guards or provide additional information.

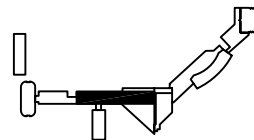


**BLACKSTONE
PROPERTY MANAGEMENT**

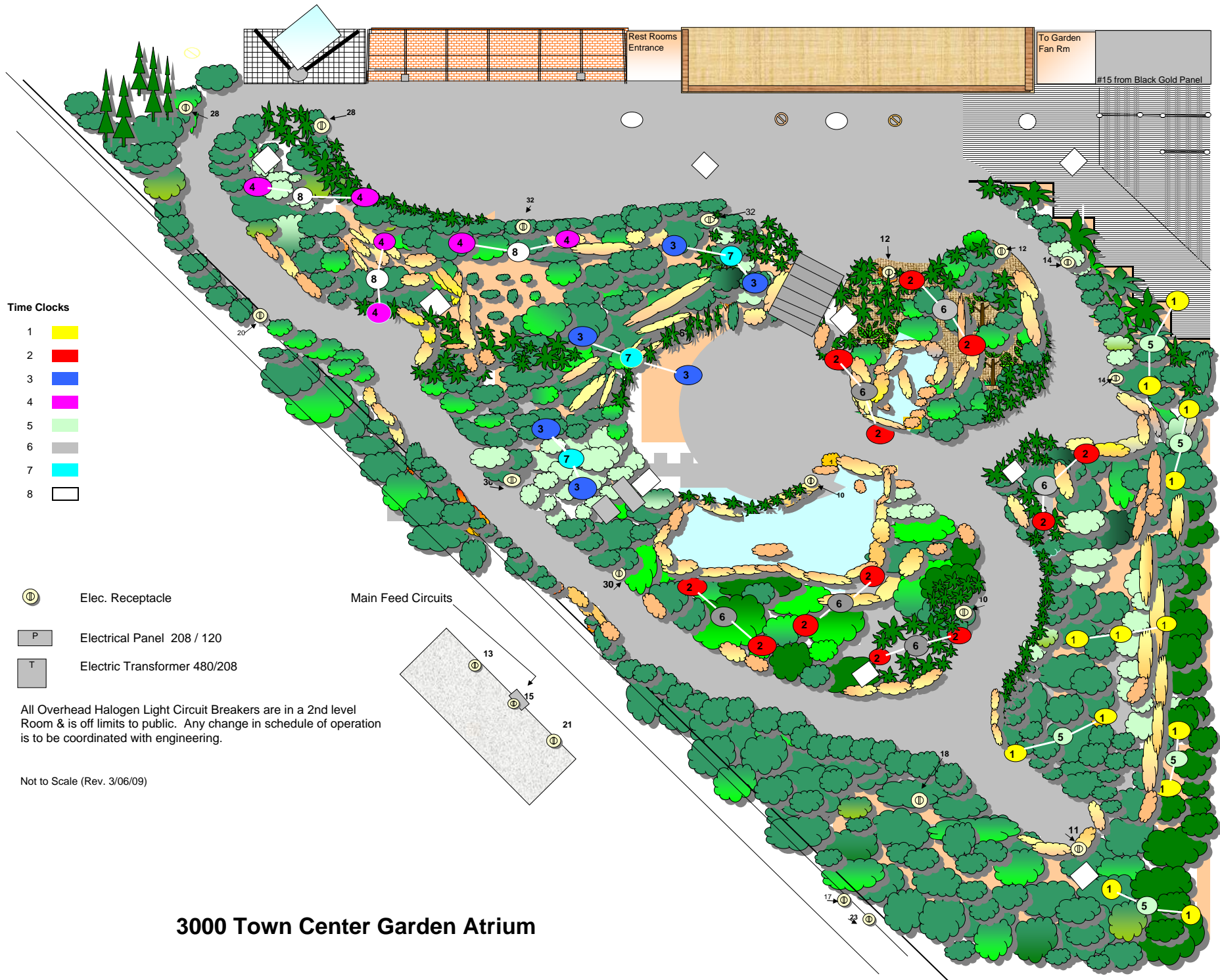
2000 Town Center
Suite 350
Southfield, Michigan 48075
Phone: (248) 350-2222
Fax: (248) 350-2266

BUILDING: 3000 RETAIL

FLOOR: 1



Southfield
TOWN CENTER
SOUTHFIELD, MICHIGAN



3000 Town Center Garden Atrium

Not to Scale (Rev. 3/06/09)

All Overhead Halogen Light Circuit Breakers are in a 2nd level Room & is off limits to public. Any change in schedule of operation is to be coordinated with engineering.

ATRIUM

GIFTS & THINGS
SUITE 150

2000
POINT
DOOR

RAMP DOWN TO ATRIUM

RAMP UP TO 2000 POINT
DOOR

LOGGS
SUITE 140

122'

2000 LOBBY

80'

55'

I. S. M.
SUITE 165

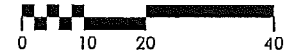
SERVICE HALL TO
LOADING DOCK

VACANT
SUITE 100

2000
FRONT ENTRANCE

CHARLES SCHWAB
SUITE 170

HALL TO WESTIN HOTEL

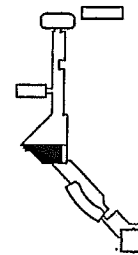


BLACKSTONE
PROPERTY MANAGEMENT

BUILDING: 2000

FLOOR: 1

2000 Town Center
Suite 350
Southfield, Michigan 48075
Phone: (248)350-2222
Fax: (248)350-2266



Southfield
TOWN CENTER
SOUTHFIELD, MICHIGAN

UNBEATABLE LOCATION

Immediate access to the region's major freeways places downtown Detroit and Detroit Metropolitan Airport within easy reach. The adjacent Southfield Civic Center offers libraries, courts, city administration and recreational amenities.

