

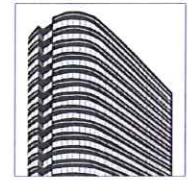
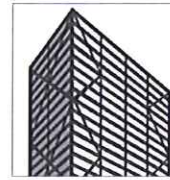
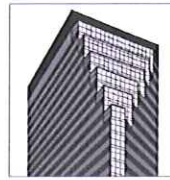
## CONFERENCE ROOM RENTAL INFORMATION

Attached is our conference room rental information. Conference rooms are equipped with tables, chairs, dry erase boards & electricity. The 4000 conference room has a screen. No phone or internet hook-ups are available except high speed DSL (\$75 per day) with wireless modem is available in the 4000 Town Center, Suite Retail-5 conference room. You may rent A/V equipment & screens through the Westin Hotel, 248-827-4000.

- **Conference Room 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. Upon receipt, I will forward a contract for your review & signature.
- **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.
- **Caterer** list attached. If you choose to use an outside caterer, please contact me so I may notify Security for caterer's easy access into the building & conference room.
- **Floor Plan** samples are attached as follows:
  1. 1000 Town Center, Suite 100: Classroom-style for 16 people, Classroom-style for 40 people & Theater-style with chairs only for 40 people.
  2. 4000 Town Center, Suite Retail-5: Classroom-style for 60 people, U-Shape for 44 people, Hollow-square for 48 people, Theater-style with chairs only for 70 people & a blank floor plan.
- **Conference Room Area:** All items must be removed from the conference room immediately following your event; this includes all caterers, vendors, etc. Thank you for your cooperation.
- **Maps & Driving Directions** are available on our website [www.southfieldtowncenter.com](http://www.southfieldtowncenter.com).

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](mailto:kjakubiec@breapm.com)  
[www.southfieldtowncenter.com](http://www.southfieldtowncenter.com)



## GARDEN ATRIUM AND CONFERENCE ROOM RENTAL FEES

### **Garden Atrium, 3000 Town Center, Next to the 2000 Town Center Lobby**

- Accommodates approx. 150 people seated within the Atrium area & will hold up to 250 people depending on set-up & by using upper 2000 lobby area. Accommodates approx. 1000 attendees for strolling functions.
- \$3,300 fee (\$3,000 rental fee per day, plus a 10% Admin. Fee), flat rate per day
- \$3,000 security deposit (refundable 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 for details.)

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

#### 1000 Town Center, Suite 100

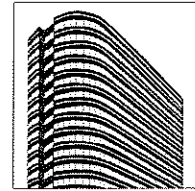
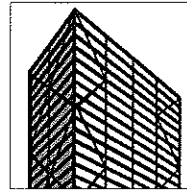
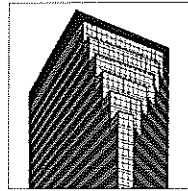
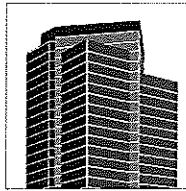
- 16 - 40 people classroom-style
- 40 people theater-style with chairs only
- \$165 fee (\$150 rental fee per day, plus a 10% Admin. Fee)

#### 4000 Town Center, Suite Retail-5

- 60 people classroom-style
- 70 people theater-style with chairs only
- Overhead lights are divided into 3 sections & can be turned off for presentations
- Located on the first level to the right of LaTerrace Restaurant
- \$550 fee (\$500 per day, plus a 10% Admin. Fee)
- High Speed DSL (\$75 per day) with wireless modem

**Certificate of Liability Insurance due at least 10 days prior to your event or event will be cancelled.**

*Southfield*  
TOWN CENTER



Atrium/Conference Room(s) Rental Checklist

Renting Party \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone & Fax \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Area Rented **1000 TOWN CENTER, SUITE 100**

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. Date Manager Approved

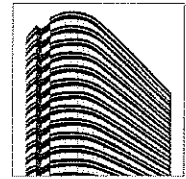
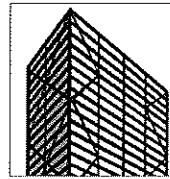
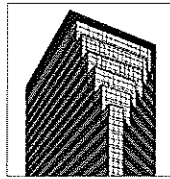
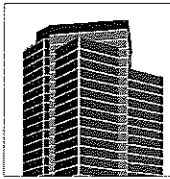
Security Deposit N/A / \_\_\_\_\_  
Amount Date Rec'd.

Rental Fee + 10% \$165 per day / \_\_\_\_\_  
Amount Date Rec'd.

HVAC Charge \_\_\_\_\_ / \_\_\_\_\_  
Amount Date Rec'd.

Accounting Dept. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Total Amount Date to Acctg. Initials

Certificate of Insurance \_\_\_\_\_ / \_\_\_\_\_  
Current Expired



### Atrium/Conference Room(s) Rental Checklist

Renting Party \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone & Fax \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_

Area Rented **4000 TOWN CENTER, SUITE RETAIL-5**

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. Date Manager Approved

Security Deposit N/A / \_\_\_\_\_  
Amount Date Rec'd.

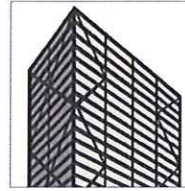
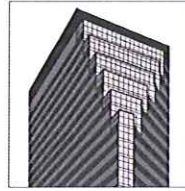
Rental Fee + 10% \$550 per day / \_\_\_\_\_  
Amount Date Rec'd.

HVAC Charge \_\_\_\_\_ / \_\_\_\_\_  
Amount Date Rec'd.

Accounting Dept. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Total Amount Date to Acctg. Initials

Certificate of Insurance \_\_\_\_\_ / \_\_\_\_\_  
Current Expired

Southfield  
TOWN CENTER



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 1<sup>ST</sup> – SEPTEMBER 30<sup>TH</sup>

{ } FAN ONLY – \$15.00 PER HOUR

{ } AIR CONDITIONING – \$70.00 PER HOUR

OCTOBER 1<sup>ST</sup> – APRIL 30<sup>TH</sup>

{ } HEATING/VENTILATION – \$35.00 PER HOUR

START TIME: \_\_\_\_\_

OFF TIME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

**PLEASE NOTE:** REQUESTS FOR AFTER HOURS VENTILATION OR AIR CONDITIONING MUST BE REQUESTED BY **3:00PM** THE DATE YOU ARE IN NEED OF SERVICE OR BY **3:00PM** ON FRIDAY FOR WEEKEND SERVICE. NORMAL HOURS OF HVAC OPERATION ARE AS FOLLOWS:

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

**THIS FORM MAY BE FAXED TO THE SERVICE CENTER AT 248.358.0353.**

**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. 4/10/06

<b>ACORD™ CERTIFICATE OF LIABILITY INSURANCE</b>		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  INSURER A: INSURER B: INSURER C: INSURER D: INSURER E:	NAIC #

**COVERAGES**

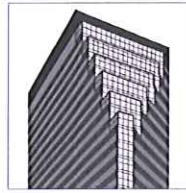
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES 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	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 <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				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 AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> 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

<b>CERTIFICATE HOLDER</b>  BRE/SOUTHFIELD LLC C/O BLACKSTONE PROPERTY MANAGEMENT 2000 TOWN CENTER, SUITE 350 SOUTHFIELD MI 48075	<b>CANCELLATION</b>  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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## CONFERENCE ROOMS AND GARDEN ATRIUM

### CATERERS – AT YOUR SERVICE!

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: 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

**Musashi** \* 3000 Town Center, Suite 98

Contact: Koji Watanabe, 248-358-1911

- Complete Japanese menu, sushi bar, cocktails

**Skyline Club** \* 2000 Town Center, 28<sup>th</sup> Floor

Contact: Ruth Viforeanu or 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

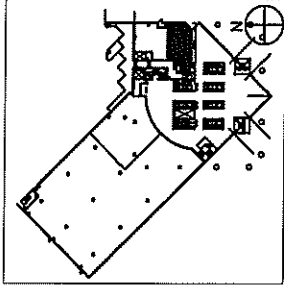
**Westin Hotel** \* 1500 Town Center

Catering & Sales: Mary Gardner, 248-728-6544 & Karie Nassif, 248-728-6541

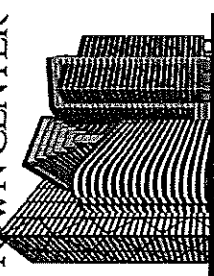
- Audio Visual equipment is also available through the Westin Hotel by calling 248-827-4000

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

**CONFERENCE ROOM**  
**1000 TOWN CENTER**  
 1st FLOOR  
**SUITE 100**  
 AREA - 1,191 RSF



*Southfield*  
**TOWN CENTER**



**B L A C K S T O N E**  
 PROPERTY MANAGEMENT

2000 Town Center

Suite 350

Southfield, MI 48075

Phone: (248) 350-2222

Fax: (248) 350-2266

[www.southfieldtowncenter.com](http://www.southfieldtowncenter.com)

COMPANY:

DATE:

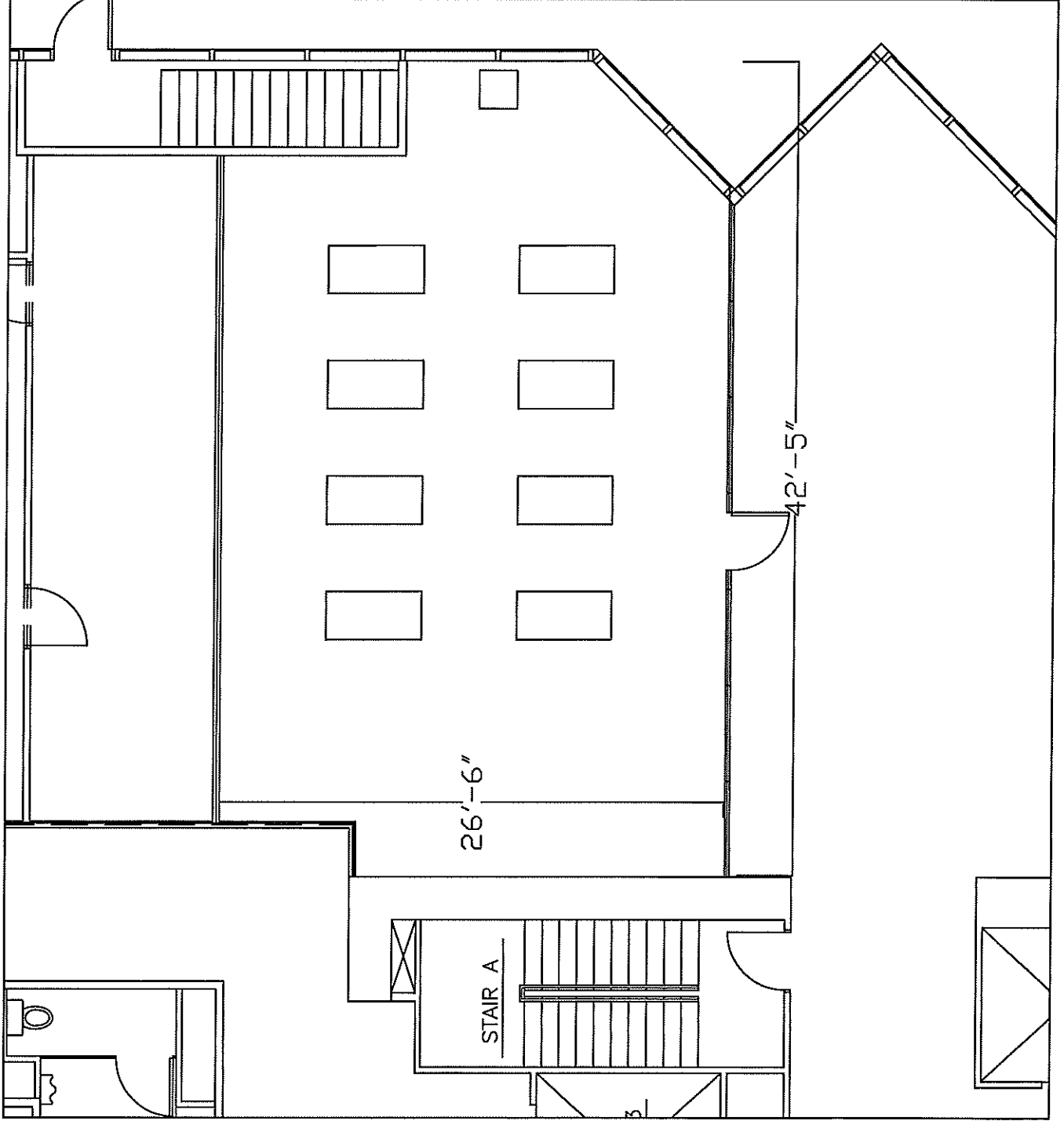
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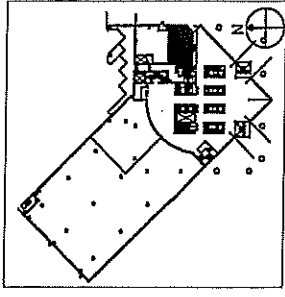
# 5' x 2'6" TABLES:

CHAIRS = X

(Max 2 Chairs per Table Side)



**CONFERENCE ROOM**  
**1000 TOWN CENTER**  
 1st Floor  
**SUITE 100**  
 AREA - 1,191 RSF

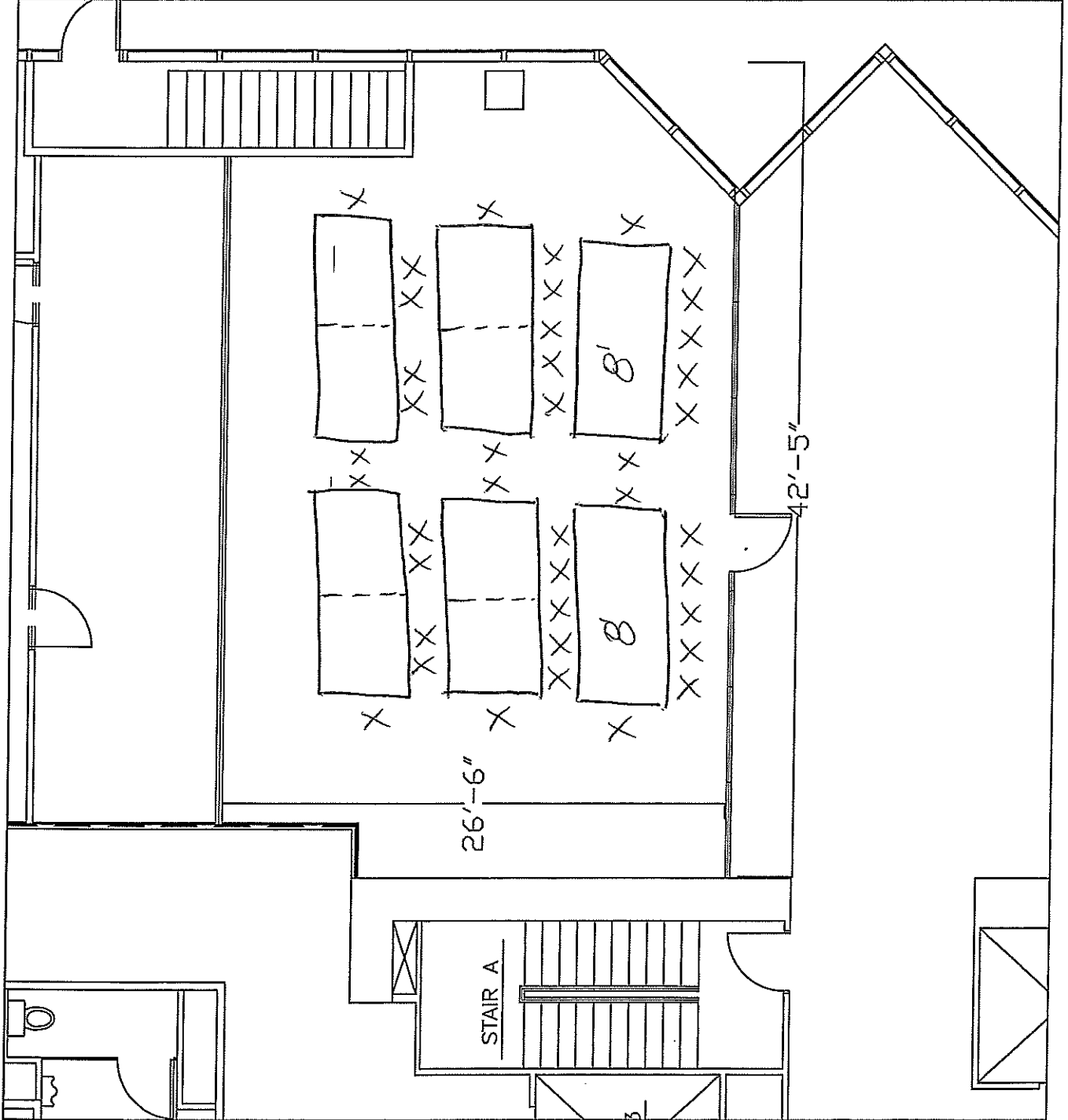


*Southfield*  
**TOWN CENTER**

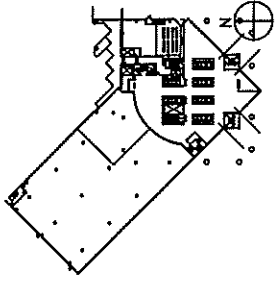


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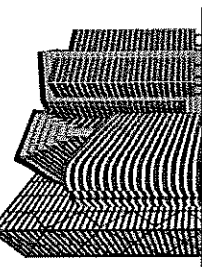
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 # 5' x 2'6" TABLES:  
 CHAIRS = X  
 (Max 2 Chairs per Table Side)



**CONFERENCE ROOM**  
**1000 TOWN CENTER**  
 1st FLOOR  
**SUITE 100**  
 AREA - 1,191 RSF



Southfield  
**TOWN CENTER**



**BLACKSTONE**  
 PROPERTY MANAGEMENT

2000 Town Center

Suite 350

Southfield, MI 48075

Phone: (248) 350-2222

Fax: (248) 350-2266

[www.southfieldtowncenter.com](http://www.southfieldtowncenter.com)

COMPANY:

DATE:

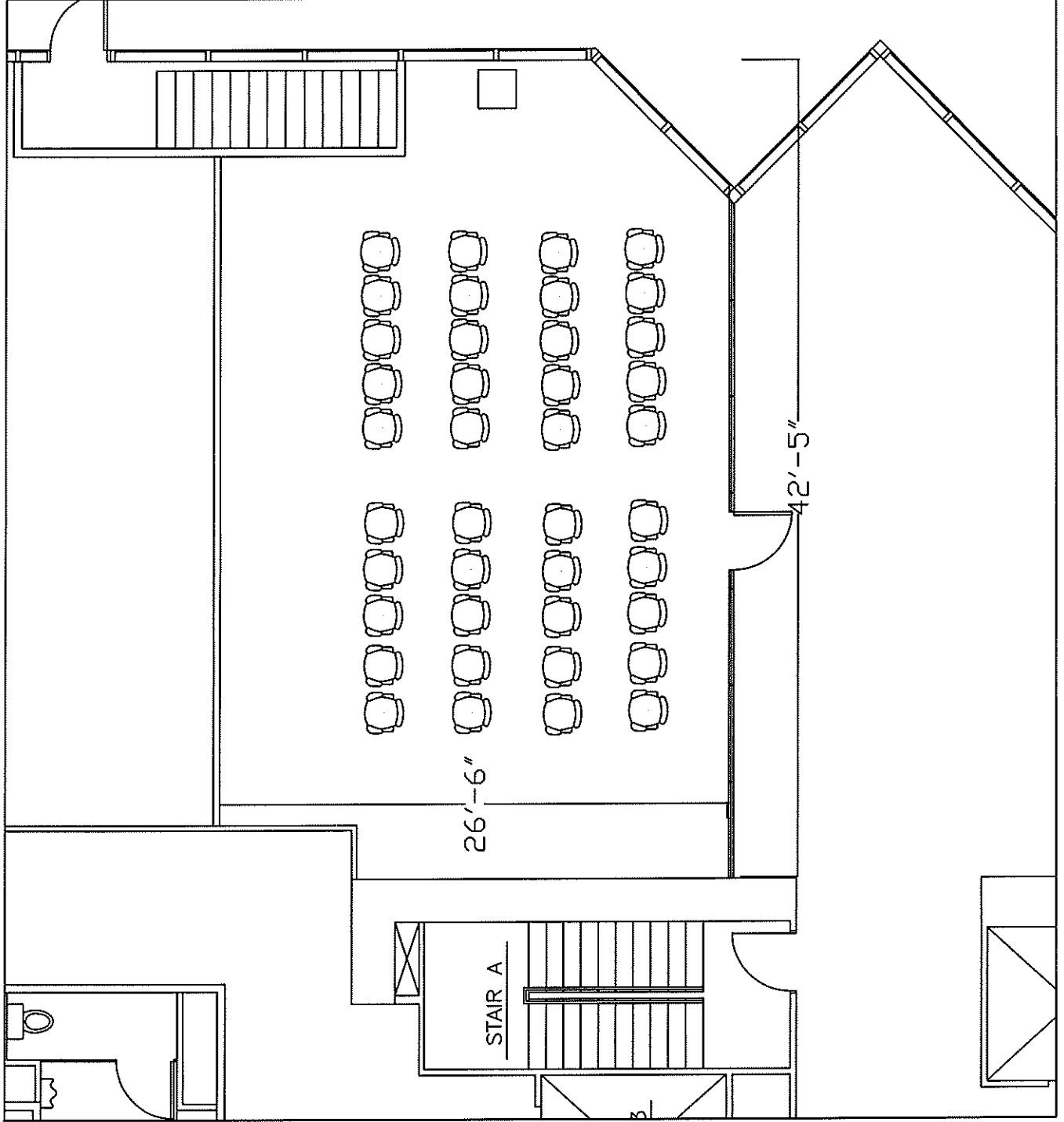
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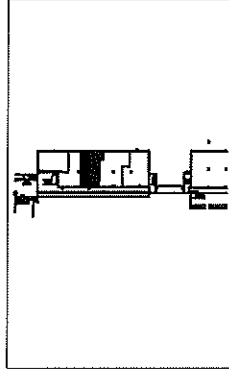
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CHAIRS = X

(Max 2 Chairs per Table Side)



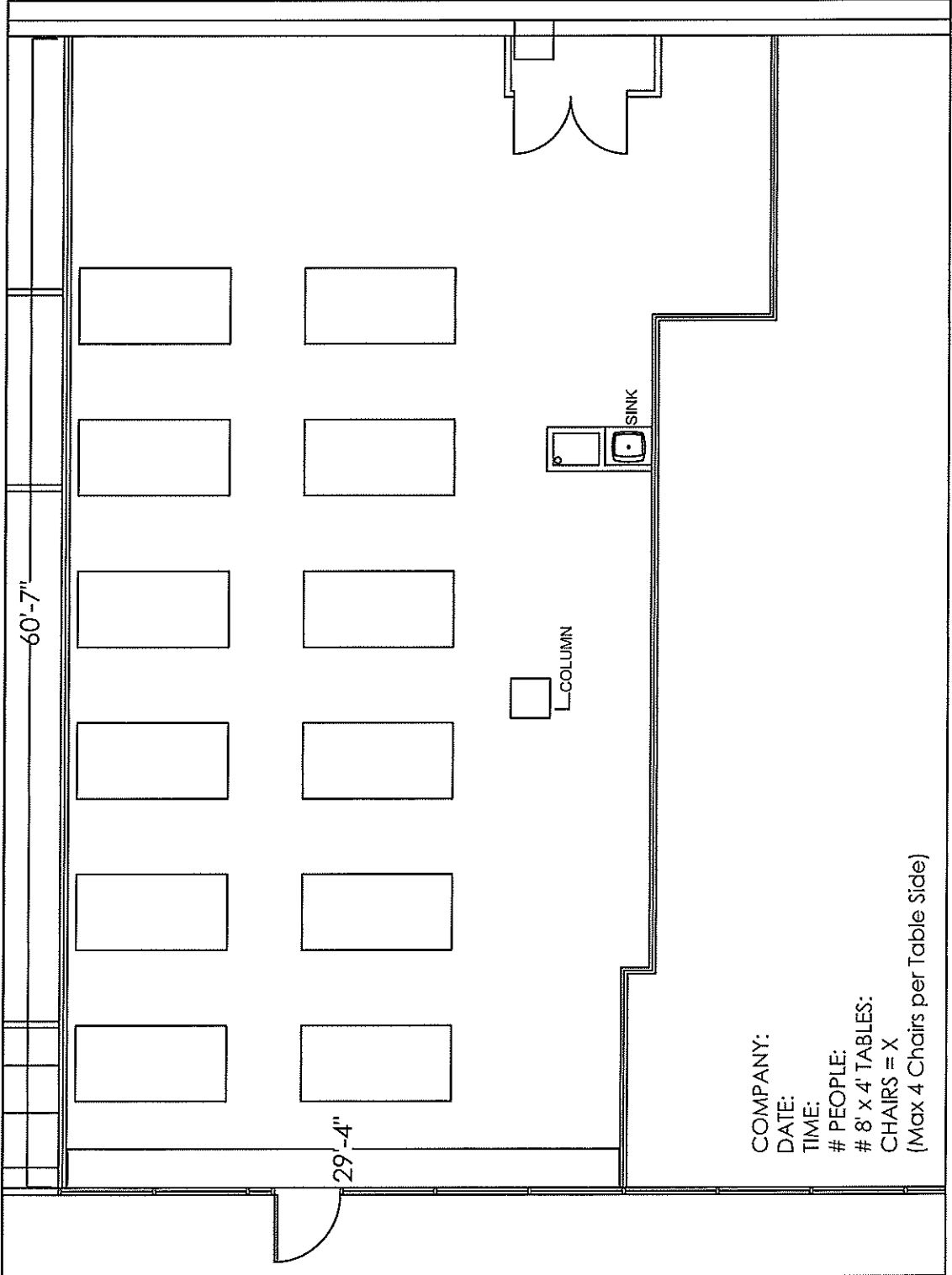
**CONFERENCE ROOM**  
**4000 TOWN CENTER**  
 1ST FLOOR RETAIL  
**SUITE 5**  
 AREA - 2,198 RSF



Southfield  
**TOWN CENTER**



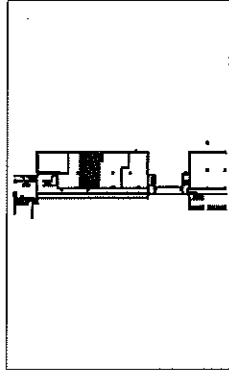
2000 Town Center  
 Suite 350  
 Southfield, MI 48075  
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 Fax: (248) 350-2266  
[www.southfieldtowncenter.com](http://www.southfieldtowncenter.com)  
 B L A C K S T O N E  
 PROPERTY MANAGEMENT



COMPANY:  
 DATE:  
 TIME:  
 # PEOPLE:  
 # 8' x 4' TABLES:  
 CHAIRS = X  
 (Max 4 Chairs per Table Side)

**CONFERENCE ROOM**  
**4000 TOWN CENTER**  
**1ST FLOOR RETAIL**

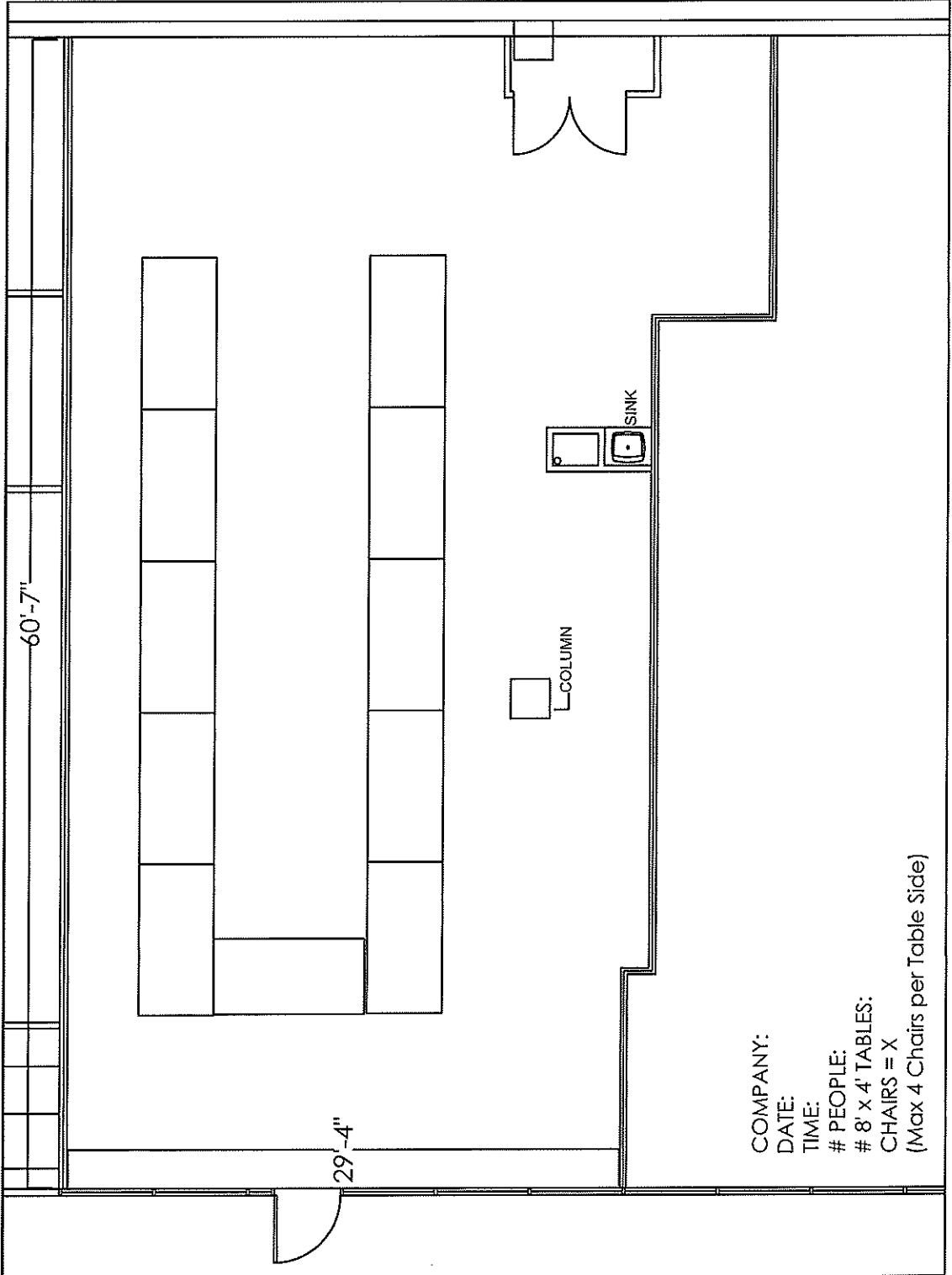
**SUITE 5**  
AREA - 2,198 RSF



*Southfield*  
**TOWN CENTER**



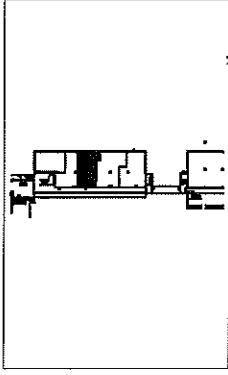
2000 Town Center  
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B L A C K S T O N E  
PROPERTY MANAGEMENT



COMPANY:  
DATE:  
TIME:  
# PEOPLE:  
# 8' x 4' TABLES:  
CHAIRS = X  
(Max 4 Chairs per Table Side)

**CONFERENCE ROOM**  
**4000 TOWN CENTER**  
**1ST FLOOR RETAIL**

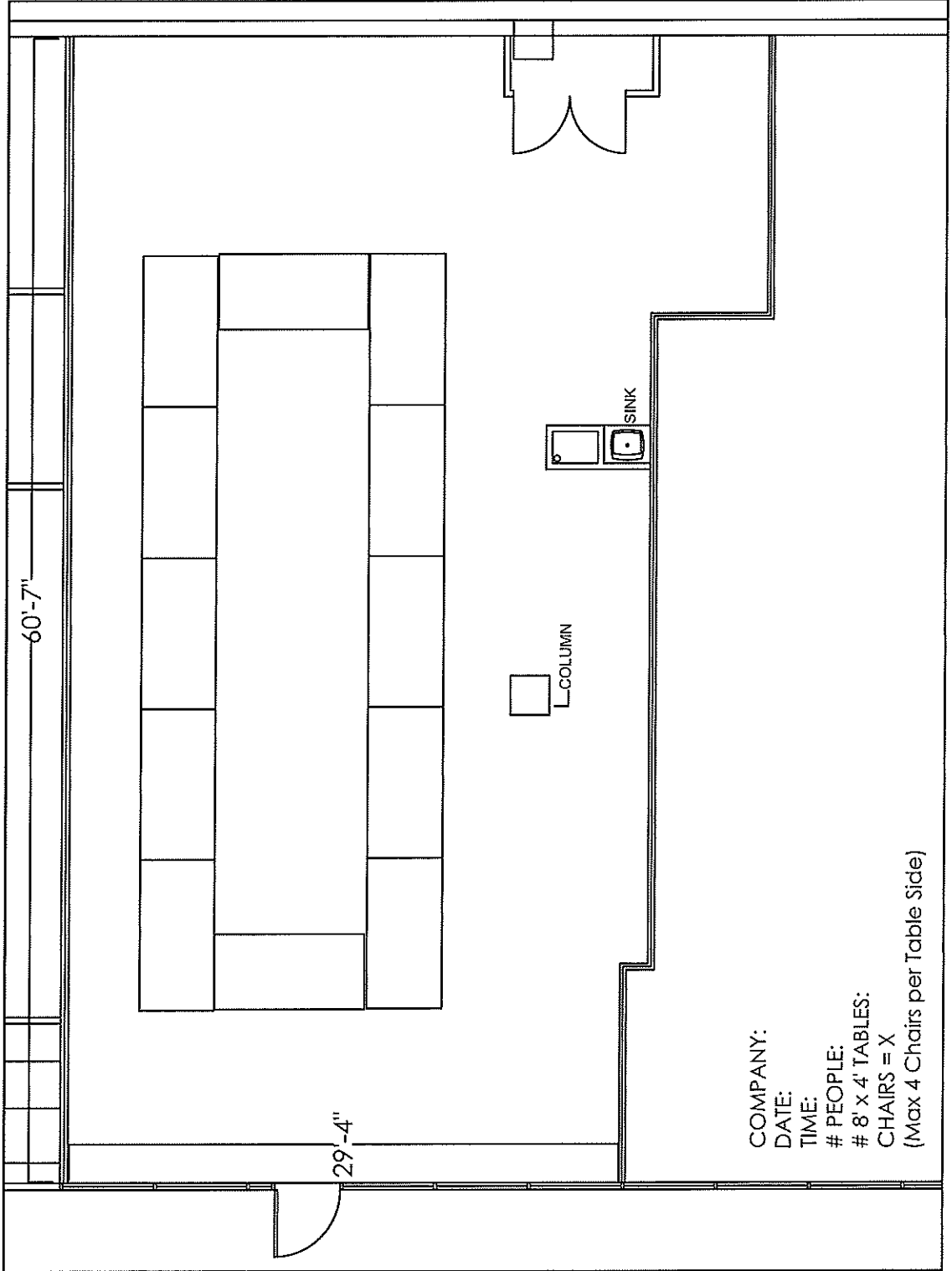
**SUITE 5**  
AREA - 2,198 RSF



*Southfield*  
**TOWN CENTER**

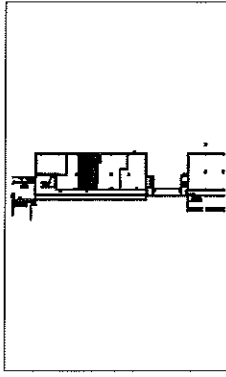


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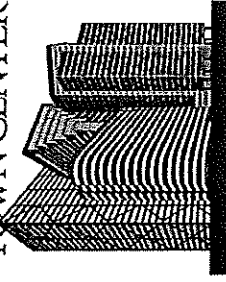


**CONFERENCE ROOM**  
**4000 TOWN CENTER**  
**1ST FLOOR RETAIL**

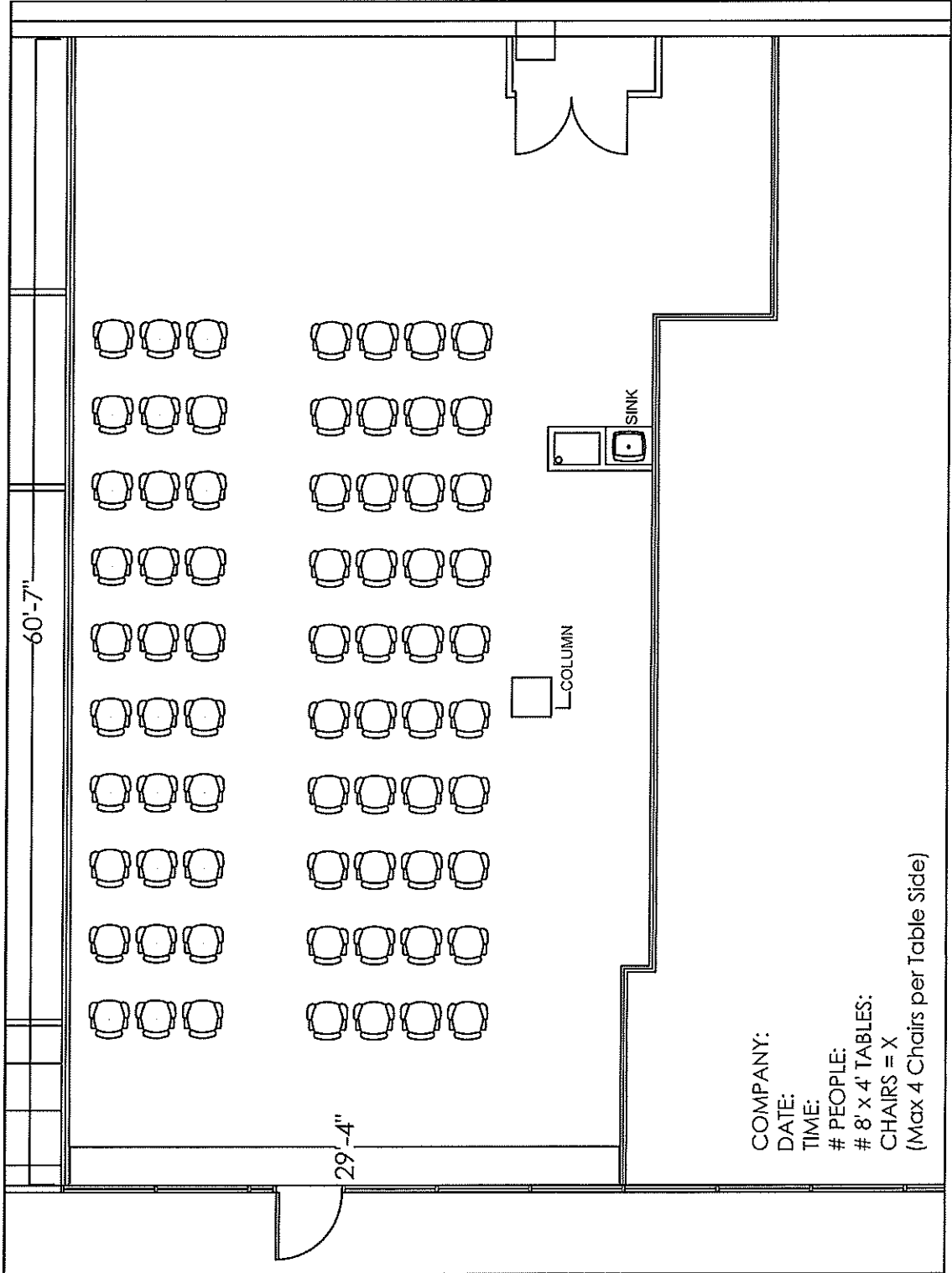
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AREA - 2,198 RSF



*Southfield*  
**TOWN CENTER**

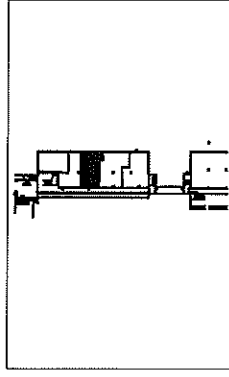


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B L A C K S T O N E  
PROPERTY MANAGEMENT

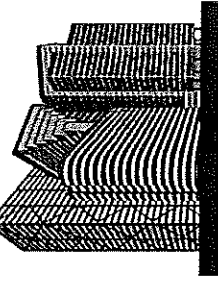


**CONFERENCE ROOM**  
**4000 TOWN CENTER**  
**1ST FLOOR RETAIL**

**SUITE 5**  
AREA - 2,198 RSF



*Southfield*  
**TOWN CENTER**



2000 Town Center  
Suite 350

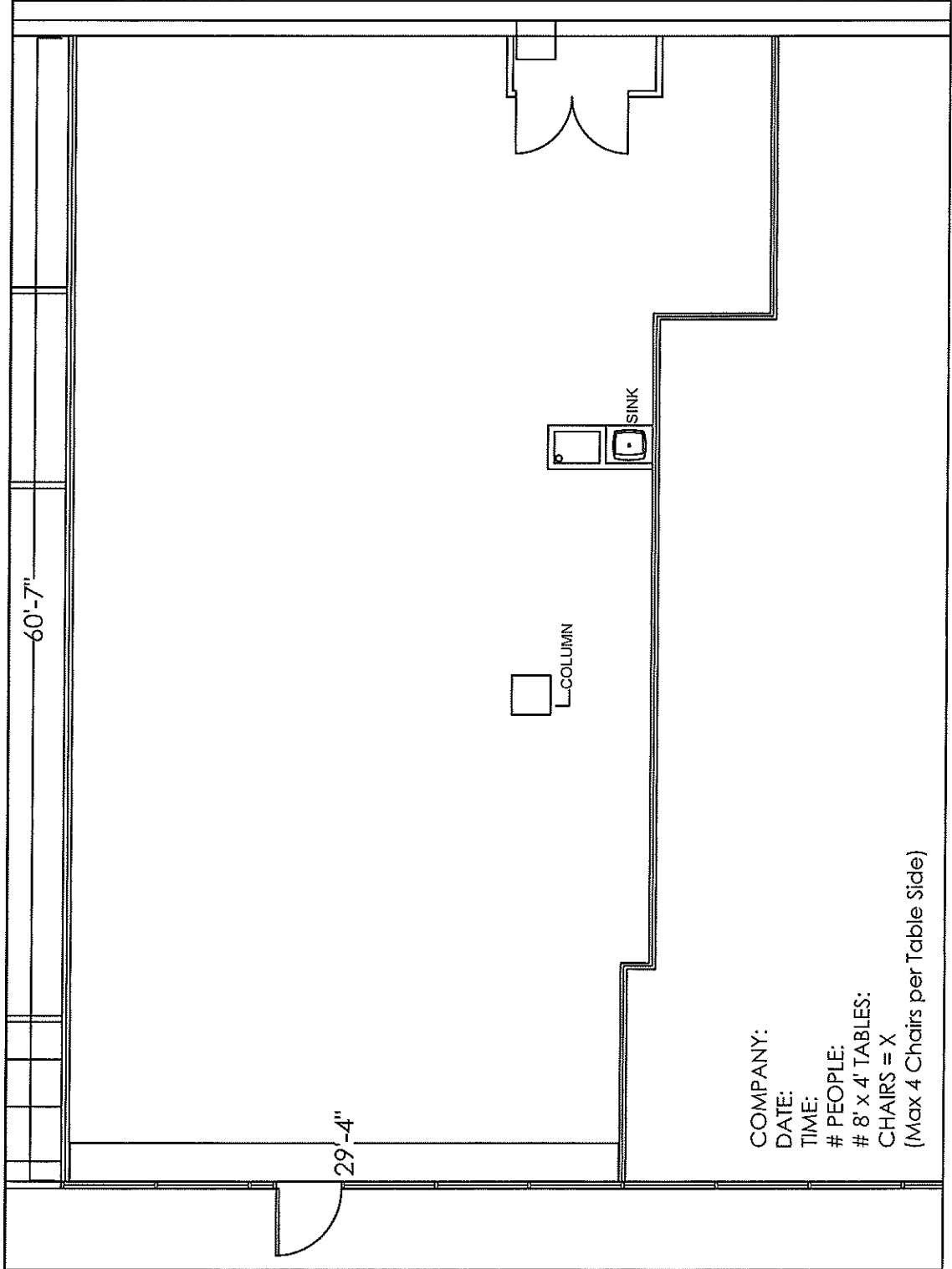
Southfield, MI 48075

Phone: (248) 350-2222

Fax: (248) 350-2266

[www.southfieldtowncenter.com](http://www.southfieldtowncenter.com)

**B L A C K S T O N E**  
PROPERTY MANAGEMENT



COMPANY:

DATE:

TIME:

# PEOPLE:

# 8' x 4' TABLES:

CHAIRS = X

(Max 4 Chairs per Table Side)