



TURF CLUB

&

ATRIUM

reservations

# TURF CLUB

To reserve space at the Turf Club please email Nicolle Toth.

In the email subject line, include:

- Company name
- Requested date and time of event
- Anticipated attendance

In the body of the email, please detail what you would like the building to provide if available and the name/cell number for the SPS Tower tenant that will be your onsite contact at the event.

All reservation requests will be responded to within three (3) business days. The Turf Club is made up of 4 separate quadrants and the bar/patio/pavilion area. There are chairs, tables, and barstools on the patio that you can move to suit your event set-up anytime outside of lunch hours, provided the items are moved back to their original location following your event.

If you need extra tables, chairs, or a tent please contact Apres for party rentals.

<http://www.apresparty.com/>

You will be responsible for facilitating your own catering/beverages. If you would like vetted recommendations or contact info, request that in your email and I will send them your way.

Building Supplies for TURF CLUB events only (upon request and if available):

Yard Games:

- Cornhole
- Spider Golf
- Spike Ball
- Jenga
- Kan Jam
- Bocce Ball

Other:

- 2 Chill Tables that can fit 150 drinks each (each chill table uses at least a 5 lb bag of ice)
- Trash/recycling (provided by Janitorial)
- AV System & Microphone
- Dedicated Security (required for all events with over 50 people and/or alcohol)

Charges & Fees:

Turf Club Rental: Free to SPS Tower Tenants

Engineer Labor (setup): \$50 dollars per hour

Janitorial clean up (during and after event): \$55 dollars per hour

Dedicated Security (if needed): \$45 dollars per hour with a 4-hour minimum

#### Inclement weather plans:

- The lobby can be used as a backup if it is not otherwise rented BUT the furniture is not to be moved (feel free to incorporate it for your event).
- No yard games will be allowed inside
- Tenants can utilize the space between Gravity Global and the escalators making sure to leave space for a walk away (use the black line)
- No amplification before 5 pm.

#### Rules & Procedures

- No Smoking
- Please keep music at respectable levels
- What you bring down, you must bring up
- First come, first serve for reservations

## LOBBY

To reserve space in the lobby, follow the Turf Club reservation process listed above.

#### Building Supplies for LOBBY events only (upon request and if available):

- 4 large round tables
- Linens
- 4 6ft tables
- 4 8 ft tables
- 2 4ft chill tables
- 4 hi-top tables
- Trash & Recycling provided by janitorial
- AV System & Microphone

#### Rules & Procedures

- Due to limited storage space and how much the furniture weighs, the furniture in the lobby cannot be moved. Please feel free to incorporate it into your event.
- No yard games are allowed inside.
- Tenants can utilize the space between Gravity Global and the escalators, making sure to leave space for a walk away (use the black line).
- Ground floor restrooms will be open to event upon request.

QUADRANT 5

QUADRANT 4

QUADRANT 4