



Screening Services Group
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Sepulveda Screening Room - RECEPTION RENTAL AGREEMENT

Date and time of event: Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_

This Rental Agreement is entered into as of the above date by and between Screening Services Group, LLC (DBA Sepulveda Screening Room) and

Business Name

This Agreement shall include and be subject to the following terms and conditions:

- 1. Rental time begins as soon as anything is brought into the building and ends when everything has been removed. Materials cannot be brought into the building until the rental time begins. Garage is okay.
2. Use of the loading dock requires prior approval by SSG and the building management, and may require additional insurance.
3. No time is guaranteed for early arrival of guests before the scheduled time in the screening room.
4. No walkways or exits may be blocked in any way. Nothing may be stored or staged in the lobby or hallway of the building. Everything must go directly into the screening room from the garage or outside the building.
5. No tape may be applied to any surface in the screening room or hallway.
6. Containers of ice must be insulated to keep surface water from floors and walls.
7. Trash can and trash bags will not be provided. Trash will be the responsibility of renting party. Dumpster is in the loading area.
8. No confetti, glitter, gum, or candies with powdered sugar allowed.
9. A cleaning fee will apply if the space is not left in the same condition that it was upon arrival.
10. Any caterers/suppliers/vendors must provide insurance the necessary documentation to satisfy the requirements of the "Westwood Terrace Vendor Insurance Requirements" documents on the following pages.

11. No alcohol may be served without the required insurance on hand.

Insurance requirements to serve alcohol:
To serve alcohol at the Sepulveda Screening Room:

Required to state: Host Liquor Liability
Additionally insured: Michael S. Hall
Screening Services Group, LLC
1640 S. Sepulveda Blvd, Suite 104
Los Angeles, CA 90025
DBA: Sepulveda Screening Room
Coverage: \$1,000,000.00 & \$2,000,000.00

WILL ALCOHOL BE SERVED? Check One: YES \_\_\_\_ NO \_\_\_\_

If YES, I agree I will be providing insurance as stated above
(Insurance certificate must be provided to SSG before event can begin)

By signing you are stating that you agree to the above terms and conditions.

X \_\_\_\_\_
Authorized Representative

\_\_\_\_\_  
Please Type or Print Name

# WESTWOOD TERRACE VENDOR INSURANCE REQUIREMENTS

## I. General Liability

- a. Occurrence form, limits should apply per project
- b. Limits:
  - i. \$1,000,000 Each Occurrence
  - ii. \$2,000,000 Products/Completed Operations
  - iii. \$2,000,000 General Aggregate

c. Additional Insured endorsement should be attached to certificate. Blanket Additional Insured by written contract is acceptable. Additional Insured endorsement policy will include the Entities specified below as additional insureds on either (a) Endorsement Form CG 20 10 with an "Edition Date" of 11-85; or (ii) BOTH Endorsement # CG 20 10 AND Endorsement # CG 20 37 if any "Edition Date" newer than 11-85 is utilized to provide coverage. Copies of said Endorsements must be attached to the certificate of insurance, showing the names of the Entities specified below. The certificate must affirm that coverage is provided for Bodily Injury and Property Damage Liability that is assumed in a written contract or agreement.

### **Additional Insured Wording:**

Additional Insured endorsement attached shall name the following entities as Additional Insureds: WWT9 Owner, LLC, a Delaware limited liability company; WWT9 Holdings, LLC, a Delaware limited liability company; F9 WWT Member, LLC, a Delaware limited liability company; Westbrook Real Estate Fund IX, L.P., a Delaware limited partnership; OW WWT Manager, LLC, a Delaware limited liability company; OW Management Services, Inc., a California corporation, and each of their respective members, managers, partners, officers, directors, affiliates, lenders, agents, employees, successors and assignees are additional insureds. The coverage under this policy is primary insurance with regard to work performed by or at the direction of [insert name of contractor/consultant].

- d. Certificate should be noted that the insurance is primary and noncontributory
- e. Certificate should be noted that waiver of subrogation applies

## II. Automobile

- a. \$1,000,000 Combined Single Limit
- b. Certificate should reference at minimum – hired and non-owned autos. Owned Autos should be referenced if there are owned autos

## III. Umbrella/Excess

- a. Limits:
  - i. \$5,000,000 Each Occurrence
  - ii. \$5,000,000 General Aggregate

# WESTWOOD TERRACE VENDOR INSURANCE REQUIREMENTS

## **IV. Workers' Compensation/Employers' Liability**

- a. Statutory Limits should be referenced on certificate for Workers' Compensation
- b. Employers' Liability Limits of \$1,000,000 should be referenced in each box in appropriate section.

## **V. Professional Liability (applies to design/engineering)**

- a. Limits:
  - i. \$1,000,000 Each Claim
  - ii. \$1,000,000 Aggregate
- b. Claims Made is acceptable

## **VI. Additional Requirements**

- a. The insurer(s) (i) shall have a minimum A.M. Best's Rating of A-/VII and shall be admitted to do business in California, OR (ii) shall have a minimum A.M. Best's rating of A-/XII and be authorized as Surplus Lines insurers to do business in California.

### **Certificate Holder:**

OW Management Services, Inc.  
1640 S. Sepulveda Blvd., Suite 216  
Los Angeles, CA 90025