



## RESTON TOWN CENTER PAVILION & GENERAL RENTAL INFORMATION

### **AMENITIES INCLUDE:**

Steel and aluminum frame, barrel-vaulted glass roof, house lighting system. Parking at no additional cost.

Additional amenities available:  
Several streets and Fountain Square area are available to rent. *Specific information is available upon request. Permits are needed to use any internal streets.*

### **PAVILION CAPACITY LIMITS:**

650 - 700 Standup Cocktail Reception  
500 Seated Dinner with Stage & Room for Dancing

### **RENTAL RATES AND FEES\*:**

*\*Please note that prices are subject to change.*

**Pavilion**  
\$3,750 per day  
**Streets**  
\$3,750 per day

#### **Pavilion Hourly Rate**

\$750 per hour

#### **Pavilion Lunchtime Rate**

*(11am-12pm set up / 12-2pm event / 2-3pm break down)*  
\$2,000

#### **Security Deposit**

50% Security Deposit due upon contract execution

### **ADDITIONAL PRODUCTION NEEDS\*:**

- \* Events totaling under \$1,000 are charged a \$100 administrative fee.
- \* Events totaling over \$1,000 are charged a 10% administrative fee.
- \* All new events will be subject to an establishment fee the first year only

#### **Non-Profit Organizations**

25% discount (25% in-kind donation)

#### **Cleaning Crew Coverage\*\* (4-hour minimum)**

\$25/hr. per supervisor - \$18/hr. per porter  
\$10 per event trash box with liner – amount needed varies  
\$250+ for cleaning supplies (dependent on size of event)  
Additional street cleaning may be necessary (event dependent)

\*\*Cleaning needs will be dictated by size and type of event. Additional information available upon request.

All users/caterers are required to hire a minimum of one cleaning supervisor and one porter during the event (depending on size of event) to monitor the public restrooms, trash removal and clean up during the event with ample time after the event to remove all trash, clean the Pavilion, and return the property to the original state.

#### **MaxSent Security Coverage\*\* (4-hour minimum)**

\$35/hr. per guard  
Additional supervisors may be necessary (event dependent)  
\*\*Security needs will be dictated by size and type of event. Additional information available upon request.

**Engineer** (4-hour minimum) \$95/hr.

**Sound Technician & Sound Equipment**

Contract directly with Ralph Sordyl – 202.546.9824  
Pricing available upon request.

**Market Street Banner**

\$600

*Subject to approval and availability - specifications available upon request. Includes installation and removal. Other marketing opportunities available – additional information available upon request (signage, social media inclusion, etc.)*

**Pavilion Curtain installation**

\$100/side, \$1,500 for one end, \$2,500 for two ends.  
(Subject to approval; subject to change – 30 day notice)

**Trash Dumpster**

\$600+ (required for large events)

**Car Towing Fee**

\$45 per car (this is only necessary if cars need to be relocated out of the event area).

**CONTRACT TERMS:**

A signed contract with 50% payment of rental fees must be returned within 10 days. All additional production needs must be assessed before a contract can be drafted and signed.

**TERMS OF PAYMENT:**

- \* Upon contract, 50% of license fee due
- \* Balance due (*including any additional production fees*) no less than 30 days prior to the event date. Any balance received less than 30 days prior must be approved by Manager and by Cashier's Check only.

**CANCELLATION POLICY:**

All cancellations must be done in writing

**NOTIFICATION PERIOD:**

Refund  
At least 180 days prior – License fee paid to date  
90 – 180 days - 75% of License Fee paid to date  
30 – 90 days - 50% of License Fee  
Less than 30 days – no refunds

Reston Town Center wishes to accommodate you during your event planning stage by informing you of our availability. Though we may "pencil you in" on a certain date, we do not guarantee a hold on that date. We operate on a first come, first serve basis. **A contract and deposit only confirm an event date.**

**SECURITY:**

You can hire additional security guards through MaxSent Security. Information available upon request.  
In the event that additional Police coverage is required, you are responsible to schedule and pay for all associated costs.

We seek your cooperation to keep unwanted/unaffiliated peoples off the property during your event. Notify security immediately if you see or hear about unapproved or unrelated selling/handing out of information. To assist, where possible, identify approved photographers and affiliates (lanyards, nametags, tee-shirts).

**CLEANING :**

All equipment, glasses, dishes, food, liquor and garbage must be removed from the premises the same day. The user/caterer is responsible for leaving the premises in the same clean condition as when they entered the Pavilion. Failure of the user or caterer to do so will result in additional charges.

User/caterer is responsible for hiring at least 1 – 2 of our onsite cleaning crew to monitor the public restrooms in the information center. In addition, the cleaning crew will be responsible for sweeping and mopping the Pavilion floor after your event tear down has commenced. Please see costs above.

If the event has tents or objects that are secured to or into the ground, the event coordinator must walk the property after removal to ensure nothing remains in or on the ground that could cause harm or damage. The event will be responsible for any removal costs and required repairs.

## **RULES & REGULATIONS**

### **PERMIT REQUIREMENTS**

1. Reston Town Center Pavilion and internal street reservations are handled on first come first served basis and require user/caterer/contract to submit an application for permit for approval by the Reston Town Center Events Review Board.
2. All permits for the use of the Pavilion and streets are granted at the sole discretion of the Events Review Board and Management Team. Permits for use of the Pavilion and streets may not be transferred, assigned or renewed.
3. User/Caterer/Contractors are responsible for obtaining all necessary permits, licenses and approvals required under any Federal, State or County laws, ordinances, rules or regulations, and to produce evidence of such approvals and permits immediately upon request. If the user/caterer/contractor will be closing any of the streets within Reston Town Center they are required to obtain a Temporary Special Event Permit from Fairfax County.
4. An Insurance Certificate is required by the user/caterer and must include all properties as additional insured for the day (*see Event Director for specific language*). The insurance coverage requirements are \$10,000,000 per occurrence of: Bodily Injury, Property Damage, Worker's Compensation, and if liquor is served - Liquor Liability must be indicated. Certificate must be issued by an insurer acceptable to Manager at least five days prior to the event.
5. To secure your reservation, you must return your contract along with 50% of the rental fee. If a contract is not returned by contract due date, the event date will automatically be reopened for event booking. The event balance is due no later than 30 days prior to event. Any payment received less than 30 days prior to the event must be approved by the Manager and in the form of Cashiers Check only.
6. In an effort to treat all applications in a fair and consistent manner and to avoid the appearance of granting a preference to one religious or political group over another, it has been necessary to adopt a policy of not granting permits for the use of the Pavilion or streets for religious or politically sponsored events and functions.

### **USE OF PAVILION AND/OR INTERNAL STREETS BY PERMITTED GROUPS**

1. Smoking is prohibited inside of the Pavilion structure.
2. Authorization to use the Pavilion's electric power or other such utilities shall be in the sole discretion of Management, and shall be subject to the terms, conditions and use fees as may be established by Management. Management retains the exclusive right to perform all installations and hook-ups for such utilities. Please note that electrical power is limited and needs must be discussed at least one month prior to event date. There is no power available on the internal streets.
3. All equipment, glasses, dishes, food, liquor and garbage must be removed from the premises the same day. The user/caterer is responsible for leaving the premises in the same clean condition as when they entered the Pavilion. Failure of the user or caterer to do so will result a forfeit of User's deposits and The User will be subject to additional charges.
4. All users/caterers are required to hire at least 1 cleaning supervisor and 1 porter (depending on size of event) to monitor the public restrooms and trash pick up and removal during the event. After the event all users/caterers are required to hire at least 1 cleaning supervisor and 1 porter (depending on size of event) to remove all trash as well as sweep and mop the Pavilion floor.

## **USE OF PAVILION AND/OR INTERNAL STREETS BY PERMITTED GROUPS (cont.)**

5. User is responsible for ALL damages to the premises or its contents caused by user, users guests or users caterer/contractors, and agrees to indemnify and hold harmless Manager and Owner from such damages. User is responsible for all costs associated with damages.
6. **All equipment and effects must be removed immediately following the event. Fees will be assessed daily for items not picked up as scheduled.**
7. **Popped corn of any kind is not permitted.**
8. **Ice cream vendors are permitted on site, but they are not permitted to exhibit on Market Street between Library Street and the Pavilion.**
9. Individual retailers and restaurants not located at Reston Town Center may participate in events, however competitive venues are not permitted to exhibit without prior approval.
10. **Timeshare exhibitors are NOT allowed on the property, and all exhibitors should have a booth with signage and a display reflecting their product/service.**
11. Balloons cannot be used for display purposes and can not be distributed to event attendees.
12. The event layout must be submitted in advance for Management review and approve. **A 10' minimum gap in tenting at all storefronts is required.** Tenting setup also needs to be in compliance with all federal, state and county laws/codes.
13. Tents must be weighted with cement or water barrels; spikes are not allowed on the property.
14. For any events in which water is needed to fill barrels, etc event producers must contact the Fairfax County Water Authority to gain a permit, water meter and hydrant wrench.
15. Spray chalk is not permitted on the streets and all "sidewalk chalk" markings must be removed at the end of the event. Events are not permitted to "wait for it to rain".
16. For any events that require the closing of any internal streets, event producers must provide the management office with a letter detailing street closings and copy of the event/street closing layout for the purposes of distribution to all tenants. In addition, event producers must provide all street closing signage and, in some cases, install the signs.

## **MARKETING & SIGNAGE REQUIREMENTS**

1. In all marketing materials for event, the name of the venue must be publicized as 'Reston Town Center Pavilion' or 'Reston Town Center'.
2. **Reston Town Center should be included as 'Host Sponsor' for all events utilizing the non-profit rental rate, and the Reston Town Center logo should be used based on the in-kind contribution.**
3. One banner can be hung across Market Street per event. Specifications including the availability, approval process, pricing and length of time the banner can be hung are available upon request. **Banner placement is subject to availability.**
4. Signs may not be carried in any manner and cannot not be affixed to any of the on site directory signs, Pavilion poles, buildings, parking lots, flower beds or surrounding areas. Under no circumstances should anything be affixed to the Pavilion floor.

5. Sign designs must be submitted in advance for Management review and must be approved. Any sign deemed by Management to be profane, indecent, disturbing, offensive, in poor taste or otherwise not conducive to the controlled business environment of Reston Town Center shall be prohibited and shall be cause for denial of any application for permit, or removal of any individuals or groups displaying such signs.
6. All signs or other similar written or printed displays shall be two-dimensional and of professional quality limited in size to 15" x 15". No more than two signs permitted per approved permit.
7. Management reserves the right to deny any application involving a request to distribute or make available any handbills, leaflets, signs, banners, displays or other written or printed materials or any items which Management deems to be profane, indecent, disturbing, offensive, in poor taste or otherwise not conducive to the controlled business environment.

#### **FUND-RAISING ACTIVITIES**

1. Solicitation of funds is prohibited in all areas except those special areas designated for this purpose. All requests for use of such areas must be made on the application for permit. No solicitations for funds, either in-person or by means of containers shall be permitted within tenant premises without prior approval of the storeowner or its manager.
2. Non-profit organizations deemed by Management to be exclusively organized and operated for the purpose of conducting research and/or education for the alleviation and cure of diseases and disabilities, or for the purpose of promoting or fostering projects or events of wide community interest will generally be permitted to solicit funds in a special area; provided, however, that each such organization shall first obtain a permit, pursuant to these rules, which specifically authorizes such solicitation and, provided further, that while making their presence known by permitted visual means, the representatives of such organizations shall not approach or actively solicit individual patrons within the area.
3. No goods or services, including tickets or promotions of any kind, may be held for sale or sold at Reston Town Center by any non-tenant except upon express advance permission granted by Management and evidenced by a license.

#### **OTHER REGULATIONS**

1. The use of skateboards, roller skates or other such non-motorized equipment, devices or vehicles designed or used for recreation or locomotion are prohibited within Reston Town Center. This restriction shall not apply to strollers/ carriages for use by infants and young children and wheelchairs for use by elderly, injured individuals, or handicapped persons.
2. Individuals visiting the Reston Town Center by bicycle shall park in authorized areas only, and such bicycles shall not be permitted within other areas of Reston Town Center. Reston Town Center accepts no responsibility for loss, damage or theft of bicycles kept, parked, placed or stored in such authorized areas or within any area within Reston Town Center.
3. Mopeds, motorcycles, motor vehicles and other vehicles as defined by Virginia Code 46.2-100, as amended, shall be operated, controlled and parked at all times in compliance with the Motor Vehicle Code of Virginia, Title 46.2, as amended, the Fairfax County Code, as amended, and all traffic and parking signs, regulations and requirements of Reston Town Center.
4. The possession, use, sale, distribution, giving, or manufacture of any controlled substance, imitation controlled substance, or other such substances as may be defined or regulated by Chapter 7, Article 1 of Title 18.2 of the Virginia Code, as amended, shall be strictly prohibited within Reston Town Center.

5. Disruptive conduct that is disorderly or which unreasonably annoys, obstructs, interferes or endangers others. This includes: noisy or boisterous activities, loud music, throwing objects, loitering, protesting, or interfering with the free flow of pedestrian or vehicle traffic.

**ENFORCEMENT OF THESE RULES**

If any individual or group fails or refuses to comply with these regulations, Reston Town Center, its Management and/or Security will promptly take appropriate action, including, but not limited to, any necessary legal action.

**AMENDMENTS**

Management reserves the right, without the necessity of advance notice or hearing, to alter, amend, modify, change or terminate these regulations, or any of them, and/or to make new or different regulations as may be appropriate in the judgment of Reston Town Center and its Management.

**QUESTIONS?** Please contact Boston Properties Marketing at [marketing@restontowncenter.com](mailto:marketing@restontowncenter.com) or 703.579.6720.