



## 560 Mission – Event Instructions

These guidelines are provided to assist our tenants with access to their pre-planned events.

### Guests

- Please enter all guests via the [Visitor's List](#). Names entered should reflect the name on the guest's picture I.D. For guests who are not entered in the Visitor's List, a phone call for tenant authorization will be required for each individual.
- If the list is over 25 names, please email the guest list to [560missionadmin@cwpm-ms.com](mailto:560missionadmin@cwpm-ms.com) by 3:00 p.m. the business day **prior** to the event. This will allow enough time to gather sufficient information and for security to enter the names into the Visitor's List. After 3:00 p.m. the business day prior to the event, please enter all guests in the [Visitor's List](#).
  - Please include the name of the event, the date, start & end times, the floor guests are being sent to and a point of contact (name/phone number) should there be any access issues.
  - For events taking place **during business hours**, a table will be set up in the lobby for efficient check-in. Please provide the name/phone number of one (1) volunteer to help check guests in. Should a volunteer be unavailable, a dedicated security guard can be hired through the Property Management Office (PMO) at the rate of \$48/hour/guard, plus applicable administrative fees, with a four (4) hour minimum. Please allow 24 business hours advance notice from the start of the event.
  - For events taking place **after hours**, a table will be set up in the lobby for efficient check-in. Please provide the names/phone numbers of two (2) volunteers to help check guests in and badge guests through the turnstiles. Should a volunteer be unavailable, a dedicated security guard can be hired through the PMO at the rate of \$48/hour/guard, plus applicable administrative fees, with a four (4) hour minimum. Please allow 24 business hours advance notice from the start of the event.
  - We strongly advise tenants to provide pre-printed badges. This will help expedite the check-in process by eliminating individual check-ins. Also, this allows tenants to put their own logo on the badge for branding and guests will know each other's names at the event.
- If the event takes place after hours, please make sure lighting and/or HVAC are scheduled beforehand. After hours requests can be coordinated via [Service Request](#).

### Caterers

- Please notify the PMO of all vendors (i.e. caterers, entertainers, etc.) that will enter the building. To avoid being turned away, they will need to be entered in the Access List.
- All vendors that enter 560 Mission need a compliant Certificate of Insurance (COI) on file prior to their arrival. For returning vendors, please check with the PMO to confirm current COI's are on file. Attached are the building's COI requirements; please forward to the vendors as needed.
  - Please be advised that most vendors take a few days, at a minimum, to provide insurance certificates. We suggest requesting COI's a few days in advance of the vendor's arrival. Often times, incorrect certificates are submitted and revisions are needed which requires additional time.
- If alcohol will be served, Liquor Liability Insurance is required.
- All vendors are required to enter 560 Mission through the Loading Dock. The entrance is located off Anthony Street, on the West side of the building. The Loading Dock and freight elevator are on a first come, first serve basis. There is a 20-minute time limit for the use of the loading dock and the freight elevator, which is approximately two (2) freight elevator trips.

Please do not hesitate to contact the PMO when scheduling an event. Our goal is to assist in getting vendors and guests in the building quickly and seamlessly. The PMO can be reached at (415) 512-5600 or by email at [560missionadmin@cwpm-ms.com](mailto:560missionadmin@cwpm-ms.com).

Thank you very much for your cooperation,  
Property Management