

Roof Terrace Rules

Welcome to Island Roof Terrace.

Please make sure you read the following before using the terrace:

Bookings:

- The roof terrace is available for all Island occupiers and visitors daily Monday - Friday 07:00 - 24:00. Weekend and events after 19:00 may need additional chargeable security.
- Due to building fire regulations, a maximum of 60 people are allowed on the roof terrace at any one time.
- On the day roof terrace bookings can be made via main reception, the Building Manager or Facilities Co-Ordinator and are first come first served. Daily bookings must be made on the same day as requested.
- If you misplace your pass or you do not return it within the allocated timeframe, it will be disabled immediately.
- Out of hour bookings must be requested 48-hours in advance, with a 48-hour cancellation policy. The Occupier will be subject to a full cancellation fee.
- Any out of hour bookings require additional security, which must be arranged through the Building Manager or Facilities Coordinator, and this will be chargeable to the occupier. The cost will be advised upon request.

Daytime Use:

- To access the roof terrace, you can sign out a pass with main reception which must be returned and signed back in on the same day.
- If you wish to use the terrace at any point throughout the day, please specify your timings to the main reception when collecting the pass. You must provide your details upon collection of the pass and you will be notified when the time expires.
- The roof terrace is available for all Occupiers to use daily between the hours of Monday -Friday 07:30 -19:00, with lunchtime hours available to book between 12:00-14:00.
- No tailgating is allowed
- No alcohol or amplified music is permitted on the terrace, please be respectful of other roof terrace users.
- Any occupants who use the terrace must clean up after themselves and ensure all litter is removed. Any litter found after out of hours events will incur a charge.
- No smoking/vapes is allowed.
- No animals, children or BBQ's are permitted on the roof terrace.
- Please refrain from leaning over the handrail with mobile devices
- Sharing passes is not acceptable
- Access to the roof terrace will be removed from any occupier who does not follow the above rules
- The Roof Terrace will be closed under extreme weather conditions. i.e. snow, ice, heavy rain, winds exceeding 20mph.

Out of Hours Use:

- If you wish to book the terrace between the hours of 19:00 - 22:00 Monday - Sunday, this must be requested in writing to the Building Manager or Facilities Coordinator 48 hours in advance and security hire will be necessary at an additional cost.
- For all out of hours bookings there is a 48-hour cancellation policy and the Occupier will be subject to a cancellation fee.
- A full list of attendee's names must be provided upon booking and a pass for each attendee must be signed in and out with main reception. The requested time slot will be allocated to each pass accordingly.
- No tailgating is allowed.
- No amplified music is permitted on the terrace
- No alcohol is permitted on the terrace, unless pre-agreed with the onsite team, please be respectful of other roof terrace users.
- Any occupants who use the terrace must clean up after themselves and ensure all litter is removed. Any litter found after out of hours events will incur a charge.
- No smoking/vaping is allowed.
- No animals, children or BBQ's are permitted on the roof terrace.
- Please refrain from leaning over the handrail with mobile devices
- Sharing passes will not be tolerated
- Access to the roof terrace will be removed from any occupier who does not follow the above rules

Fire Strategy:

- In the event of a fire alarm activation please follow the fire exit signage.