

Roof Garden Management

4 Hardman Square
Manchester M3 3EB

November 2022



Overview

The Roof Garden will be located on the proposed 6th floor, and accessible via Lift 1 and main staircase.

The main door leading from the lift lobby onto the roof garden is under access control and only those occupiers with this permission level on their access fob can access this area.

The roof garden is open 24/7 for all occupiers.

Events

Events being held on the roof garden must be booked in advance with the Building Management Team via the Events Booking Form.

Events can be booked Monday to Friday from 8am to 9pm in accordance with Manchester City Council Planning Regulations.

A full list of attendees must be provided including external guests, along with how the occupier will meet and greet and escort them up to the roof garden.

If food and drink is being provided, details must be provided for the deliveries being made and confirmation if any food is being cooked on site as this may impact on the building fire safety system.

If the event is being provided with music or live entertainment, full details must be provided. Any music must be played at an ambient level and consideration must be given to neighbouring buildings and occupiers within 4 Hardman Square.

RAMS and Insurance Information may be requested by Building Management depending on the type of event being held.

Smoking, e-cigarettes and vaping is not permitted in any area of the roof garden.

Cleaning

The Occupier / Event Organiser is responsible for cleaning the area after the event and ensuring the standards are maintained afterwards. Building Management can provide this service for the event at cost to the Occupier.

All rubbish must be removed from the roof garden and removed from site by the event organiser. If the event is an internal occupier event, rubbish must be disposed of via the bin store in line with the Waste Management Strategy.

Building Management will carry out a detailed inspection following the event and if any cleaning is required this will be carried out at cost to the occupier. Any damage to the roof garden area will also be highlighted and cost incurred.

Security

The Roof Garden is covered by CCTV cameras for the safety and security of everyone using this space.

Events being held after 5pm where external guests are entering the building, Building Management can provide security on reception at cost and the Occupier / Event Organiser must detail how external guests will be allowed into the building, meet and greet process and how they will bring their guests up to the roof garden.

Occupiers are responsible for ensuring that only their guests are allowed access into 4 Hardman Square and the Roof Garden. Under no circumstances should access be allowed to anyone else, this includes staff from business's based at 4 Hardman Square who state they have forgotten their fob