



# Event Production Guidelines

VERSION: 01.21.25

Please read the entire document, forward all required 'proof of insurance', sign the last page, and return via email as described at least 30 days prior to load-in.

Waldorf Astoria Beverly Hills partners with Pinnacle Live as our preferred full service in-house AV and production vendor. Although Pinnacle Live is not the exclusive provider of audio-visual services in the Hotel, their expertise and partnership provide a next level event service.

Please note that the following needs must be communicated to your event and catering manager:

- Internet Technology (IT) – Waldorf Astoria Beverly Hills is the exclusive provider of IT/ network services.
- Electrical – Dedicated power needs in all meeting and event spaces are provided by Waldorf Astoria engineering team.
- Rigging services in the ballroom must be communicated and ordered through Pinnacle Live.
- Group must notify the Hotel of intent to use an outside AV provider at least 30 days prior to event start date. Outside AV providers must follow the below guidelines.
- All free-standing elements over 6' tall must be reviewed and approved by Pinnacle Live no later than 21 days prior to event.
  - This includes, but is not limited to step and repeats, lighting trees, truss towers, projection screens, speaker stands, etc.
- Pinnacle Live reserves the right to deny any structure deemed unsafe.

## GENERAL FACILITY GUIDELINES

- A Pinnacle Live Production Supervisor is required onsite for all events that choose to utilize an outside production or AV vendor and billed to client at the prevailing rate.
- Clients may not attach anything to walls or ceiling at any time. No tape, glue, pins, staples or nails in columns, walls, molding, or staging.
- No equipment/road cases may be leaned, propped, or stored against the walls, columns, and curtains.

- Construction activity may not take place in the Hotel and Function Spaces; restricted activities include, but not limited to sawing, cutting, painting, sanding, welding/soldering.
- No elevated platforms are permitted within 6' of the railing of The Rooftop restaurant, pool deck, or associated spaces.
- All elevated platforms at the Rooftop and associated spaces require attached railings along the back of the elevated platform and any additional side that aligns with the glass railing.
- All free-standing elements over 6' tall must be reviewed and approved by Pinnacle Live. This includes, but is not limited to step and repeats, lighting trees, truss towers, projection screens, speaker stands, etc.
- Proper anchorage or counterweight must be applied to all free-standing elements.
- Outside food and beverage is not allowed on Hotel property.
- Doorways, escape egress, ADA accessible ramps may not be blocked at any time.

## OUTSIDE VENDOR GUIDELINES

- While outside Production Companies are allowed to operate within the Hotel, they **MUST** contact Pinnacle Live at least three weeks prior to event date to discuss and evaluate their production plan, rigging and power requirements, load in/load out schedule.
- Outside vendors are **NOT** permitted to patch in or use Pinnacle Live/Waldorf Astoria Beverly Hills audio, video, lighting, projection, electrics, rig points without a contract with Pinnacle Live and a Pinnacle Live supervisor onsite. Fees may apply based on prevailing rates.
- All outside vendors (and sub-vendors of a primary vendor) must place on file with Waldorf Astoria Beverly Hills a current certificate of insurance (COI) with a minimum of \$2 million in coverage for general liability, automobile liability, property damage, and proof of statutory coverage for worker's compensation. The COI must list **Waldorf Astoria Beverly Hills** as "additional insureds." The vendor's insurance as detailed on the COI must be primary and not contributory with Waldorf Astoria Beverly Hills.

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- All outside vendors must provide Waldorf Astoria Beverly Hills a letter confirming that all individuals coming into the Hotel on behalf of the vendor and client are employees, freelancers hired by the vendor, or contracted hourly labor hired by the vendor.
- During all periods of time that an outside vendor is at Waldorf Astoria Beverly Hills loading-in, setting-up, rehearsing, operating actual meetings, resetting meetings, striking equipment, and loading-out, the outside vendor must contract with Pinnacle Live to provide an on-site supervisor, at prevailing Pinnacle Live rates. This supervisor will ensure that all rules/procedures of Waldorf Astoria Beverly Hills are followed and serve as a liaison between the outside vendor and the Hotel on matters relating to audiovisuals.
- Storage space within Waldorf Astoria Beverly Hills for outside vendors will be the sole responsibility of the outside vendor. Once notified, the Hotel will make every effort to secure space for the outside vendor at prevailing rates but is under no obligation to provide storage space.
- Waldorf Astoria Beverly Hills assumes no responsibility for the safekeeping/security of the outside vendor's equipment, supplies, written materials or any other items left in function rooms or approved storerooms by the outside vendor, group, or attendees. Accordingly, the outside vendor will be responsible to provide security and assumes all responsibility for the above-mentioned items.
- No equipment or cases are to remain in the "back of the house" areas at any time. Any empty cases must be stored or removed from the Hotel and brought back for load-out.
- All Fountains or Water Features must be pre-approved by the Hotel.
- No Incendiary devices of any kind allowed without Fire Marshall Permit (candles, pyrotechnics, etc).
- Rented drapes, hangings, curtains, drop, or similar decorative material required Fire Marshall Permit if used during events with any Incendiary device.
- Waldorf Astoria Beverly Hills does not allow confetti or streamer cannons, fog machines, or hazers in any spaces.
- Exit signs may NOT be blocked or covered.
- All Cabling Runs must be pre-approved by the Hotel and all runs must utilize pass through, conduit or cable trays. No cables crossing doors, ramps, steps, walkways or exits.

## DROP OFF, PARKING AND STORAGE

- Unloading in the Hotel front valet drive is NOT permitted. Deliveries must use loading dock and be scheduled with the Hotel.
- Trucks may NOT be parked in the Hotel's loading dock; loading times must be coordinated with the Hotel.
- Neither Pinnacle Live nor the Hotel will provide storage areas for clients unless contracted prior to event date with the Hotel. Client must take away all materials (set pieces, gift bags, step and repeats, etc.) immediately after their event. The Hotel will not be responsible for any items left behind. Items remaining after contracted time incur fees to the client based on labor and disposal.
- No storage is allowed in public spaces, back or front of house.
- Any fees incurred by Hotel to remove items left behind will be charged back to the client.
- Shipments to the Hotel must be arranged two weeks prior to delivery date; fees will be incurred based on size and weight.

## LOADING DOCK:

- The loading dock entrance is located on Santa Monica Blvd.
  - Truck Height Restriction: 13.5 feet
  - Truck Length Restriction: 42 feet
  - Lift Gate encouraged, if possible
- Waldorf Astoria Beverly Hills does not provide delivery carts or dolly carts. Please arrange to bring your own carts for transporting your items.
  - Follow the sign for Waldorf Astoria Beverly Hills loading dock
  - Park in loading dock area for loading/unloading only
  - Please use stairs (to left) near Purchasing Office, or press call button in elevator to access security on level B1.
  - Security Office Phone: 310-860-6755
  - All vendors must have a valid photo ID to present to security for vendor badge.

## Freight Elevator Dimensions

- Cabin (LxWxH): 104" x 64" x 112"
- Door (WxH): 53 ¼" x 95"

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## First Floor Event Spaces: Restaurant (Patio, Patio Lounge, Sway Room + Sway Patio)

- First Floor Doorway Dimensions upon exiting Freight Elevator: 34 1/2 x 7 feet

## Second Floor Event Spaces: Astor Ballroom & Foyer, Waldorf Room

- Second Floor Doorway Dimensions upon exiting Freight Elevator: 34 1/2 x 7 feet

## Rooftop Event Spaces: The Rooftop Restaurant, Promenade, Pool Lounge

- Rooftop Doorway Dimensions upon exiting Freight Elevator: 34 1/2 x 7 ft

## ACKNOWLEDGMENT

I, the undersigned, have received a copy of the Audio Visual Guidelines for outside event production vendors. I have read and understand the information contained within. I acknowledge that if Pinnacle Live is not used as the supplier of our audio-visual services, the charges listed in this Event Production Guidelines will be billed to my master account.

Signature

Name

Date

Contractor Name

Signed By

Signature

Date

Please use Acrobat Reader to sign with a Digital ID, then email the signed form to [209@pinnaclelive.com](mailto:209@pinnaclelive.com). Alternately, a scanned version of the signature page is acceptable.