



Outside Audio Visual Terms and Conditions

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EXPERIENCE
pinnacle
LIVE™



Outside Audio Visual Terms and Conditions at Marriott Westchester.

To ensure the smooth operation of your program, The Westchester Marriott has partnered with Pinnacle Live as the on-site event production and technology partner.

Pinnacle Live has a variety of equipment and pricing options that can be customized to your budget and needs. The hotel requires that Pinnacle Live be given the first right of refusal to bid on your event using the RFP process.

In order for us to ensure all events are safe and meet industry standards, if you choose to bring in an outside audiovisual/production provider or use your own in-house team, our Hotel Special Events and Production Guidelines will be applied. We formally request that you inform the hotel of any decision to bring in an outside AV/production vendor a minimum of (30) days prior to your event(s) and provide the outside vendor with this document. A signed copy of this document will be required (21) days prior to hotel meeting room access.

To provide a professional experience and verify that all hotel aesthetics are maintained, a hotel audiovisual liaison will be assigned to the program and billed to the group master account at a rate of \$150/hour for a minimum of eight-hours per day (plus service charge and tax) of the event (including load-in day/meeting days/load-out day). This technician(s) will be on-site at the hotel to support any last-minute questions or needs for you or your selected provider and will help to ensure a seamless event experience.

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Additionally, the following value/credits will be assessed should you use choose to bring in an outside audio visual/production service provider or use your own in- house team:

- Utilizing the entire ballroom = \$10,000 value/credit
- Utilizing any portion of the ballroom = \$5,000 value/credit
- Utilizing any surrounding rooms or break-out rooms = \$1,000 value/credit (per room)
- Utilizing any outside space for day or evening events, per event = \$1,000 value/credit
- Utilizing any Executive Suite or Boardroom = \$1,000.00 value/credit
- Clients utilizing combination of multiple rooms will be charged a maximum value/credit of \$15,000 value/credit
- Please note that equals facility technology fee and tax

The group can use this value/credit towards any Pinnacle Live equipment needed during their event for breakouts, receptions or the general session (excluding power, rigging, labor/liason charges and meeting room Internet). All charges will be applied to the group or individual's master account.

Since not all service providers operate using the same pre-production processes, standards and professional courtesies, we have created an easy to follow production guideline to ensure all entities involved in the production are collaborating together, ensuring your event is safe, and is the most successful event possible.

To mitigate risk for all our employees, guests, and vendors, we ask that all outside vendors strictly adhere to the hotel audiovisual service standards. These service standards are as follows:

INSURANCE AND INDEMNIFICATION

For your protection, as well as the hotel's, a certificate of insurance holding the hotel, Pinnacle Live, its employees, and guests harmless in the case of any incident involving audiovisual equipment or that company's employees, covering liability of \$3,000,000 per occurrence. Please present your conference/catering manager proof of insurance 30 days before commencement of any audiovisual set-ups. Such insurance shall be primary and not contributory with the hotel, Pinnacle Live, ownership or management. In addition, all third-party vendors and their contractors must show proof of current workers compensation insurance and vehicle insurance.

LOSS

All third-party vendors working within the facility must assume complete responsibility for the loss or theft of their equipment. The hotel and Pinnacle Live accepts no responsibility for lost or stolen property.

A. Security:

1. Your convention services/catering manager can coordinate in-house security services, as well as provide current rates for unarmed security guards for your event.
2. All outside security firms must have the pre-approval of the General Manager and the convention services/catering manager.
3. Depending on the number of attendees, The Westchester Marriott will decide the number of security personnel required during any testing of equipment systems and throughout your event.

TIMELINE

- A. Utilizing accepted professional industry standard pre-production processes, a complete schedule of events is required 14 days in advance of arrival including load-in, load-out, loading dock usage, power tie-in disconnect schedule and dark room schedules. Please note: Load-in times are restricted to 6 a.m.-10 p.m. Please provide this schedule of events to your conference/catering manager in a timely fashion. These specific details will help all of us collaborate together to achieve the same goals, producing a safe and error-free event.
- B. A complete set of diagrams is required 30 days in advance of arrival that includes stage sizes, lighting plots with load weights, cable runs, design renderings and blueprints of any set pieces. Weights per point is required. VWX File or DWG file format is preferred.
- C. A copy of any entertainment rider should be sent to your conference/catering manager before your banquet event orders have been submitted for approval. Additional fees will apply based on rider requirements.

ROOM SET-UP AND SERVICE STAFF STANDARDS

- A. Dress Code: All production company staff must be identified by company name on shirts or stage passes prominently displayed. Dress code must be adhered to at all times. Any personnel with inappropriate appearance will be asked to change clothes or leave the property. All support technicians must wear professional attire, no shorts, flipflops, open-toed shoes, ripped or torn shirts or pants, appropriate business attire is to be worn at all times.
- B. Room Standards: All rooms must adhere to professional AV standards. All cables, cords, and wires associated to AV set-up or production sets must be taped down and secured for safety purposes. All lighting instruments must adhere to Pinnacle Live safety standards and must be inspected prior to the start of the event for each room. Any above-the-ground hanging of projectors, boxes, truss, etc. must be inspected and handled by an Pinnacle Live technician prior to event start date.

- C. Room Sets: Room sets must consist of all screens having at least a bottom dress, carts and speaker stands being skirted, the front and side draping of all technician stations, the use of black extension cords and XLR that run only against the walls, at 90 degree angles to their resting points and taped appropriately with approved carpet tape or Gaff tape.
- D. Screens: Projection screens are required for any projected content within the meeting or event spaces. These screens can be rented as part of Pinnacle Live's LCD Projector Packages or Projection Support Packages (client-supplied projector). Please contact our on-site Pinnacle Live sales representative for pricing options and any assistance you may need.
- E. Sanitation and Cleanliness Standards: Pinnacle Live adheres to strict equipment cleaning procedures. The hotel and Pinnacle Live require that all outside AV production teams clean and sanitize all microphones and AV equipment to ensure all surfaces are free from bacteria. If needed, Pinnacle Live will provide a list of procedures and appropriate cleaning directions. Please note that the hotel and Pinnacle Live cannot verify that proper sanitization steps have occurred with outside personnel or equipment.
- F. Banners: To assist you with the multiple types of fasteners, clips and wall hangers, all banners and signage must be hung by Pinnacle Live. Additional charges may be incurred depending on the banner size and location. Lift charges may also apply. Final banner placement must be approved by Pinnacle Live.
- G. Signage: All signage must be professional in nature and be approved by the hotel and Pinnacle Live prior to Pinnacle Live fulfilling the signage placement request. Please contact the Pinnacle Live sales support team for pricing and signage placement scheduling.

ADDITIONAL GUIDELINES

- A. Smoking: Smoking is prohibited indoors on property. Smoking outdoors is allowed only in designated smoking areas.
- B. Storage: Storage of outside vendors equipment and cases will not be allowed on property without prior consent; drayage charges will apply for any outside AV team not partnering/utilizing Pinnacle Live services.
- C. Noise Levels: For the consideration of other guests and/or attendees of the hotel, we retain the right to require the immediate cessation or reduction of noise determined to be a nuisance or otherwise interfering with the enjoyment of the hotel by guests or other groups. Sound checks completed prior to the groups actual events must also fall under this standard and must be scheduled through the convention services/catering manager to ensure no disruptions to other groups.

SAFETY

- A. Fog Machines: The use of fog machines will be allowed only by written permission. A complete schedule of times and dates of fog usage will be required in order to deactivate ballroom smoke sensors. A hotel security officer must be scheduled and is required for fire-watch while sensors are disabled. This will be charged at applicable labor rates.
- B. Electric lifts: The hotel does not automatically provide or loan airlifts, scissor lifts, ladders, forklifts, etc. Pinnacle Live is always ready to support your needs for a successful event. Please connect with your Pinnacle Live support person for rental information. In order to better serve your event, we appreciate you providing Pinnacle Live with request information no later than (30) days prior to the event date. Any lifts used in ballroom areas must have their wheels wrapped with a protective covering at all times to protect the carpet. The hotel reserves the right to inspect and approve any lift they consider could cause damage to any part of the ballroom.

POWER AND RIGGING SERVICES

- A. Power and rigging services are exclusively provided by Pinnacle. All rigging performed within the meeting space will be designed per specification, installed and removed exclusively by our Pinnacle Live on-site rigger. Due to safety and damage prevention, all policies must be adhered to and under no circumstances will the property allow ceiling, roof or airwall access without an Pinnacle Live rigger present. Rigging equipment rentals will include span sets, wire rope, shackles, and any fasteners.
- B. With multiple events occurring throughout the day, week, month and year, power and rigging requirements must be stated in writing a minimum of 30 business days prior to show install. Rigging and power requirements can be sent directly to Pinnacle Live or routed through your conference/catering manager. A detailed quotation will be provided at that time. Please understand, due to our adherence to all industry accepted safety precautions, we must ensure we have the proper time to safely review rigging and power requests; those who fail to submit power and rigging requirements by the deadline will be charged at a premium fee. We appreciate your commitment to safe production practices for every event at our hotel.
- C. Power Service Rates: All power services are detailed per day. Please consult with Pinnacle Live Hotel Agreement page 5 of 7 Pinnacle Live for availability, locations and pricing for power services.
- D. Rigger Rates: All calls are based on an eight-hour minimum unless otherwise quoted. Additional hours can be quoted upon request. Labor is subject to State Tax. For further rigging information, please contact Pinnacle Live for details and pricing.
- E. Hang Point (Motor Package), Hang Point (Cable Package) and Technical Supervisor:
 - Please call for pricing and availability

OUTDOOR FUNCTIONS

Please note: All outdoor functions taking place after sunset will require the use of external functional lighting. This lighting is exclusively provided through Pinnacle Live. Please contact Pinnacle Live for a custom lighting quote.

- A. Lighting: Pinnacle Live is the exclusive lighting provider for all outdoor functional lighting and must be contracted through them for safety purposes. Functional lighting is required after dusk in outdoor function spaces that take place on property. Please note: Use of scoop or conventional wash lighting on the property is prohibited. Pinnacle Live will provide the appropriate amount of lighting as needed for each event based on the number of attendees, location, and setup. Please contact an Pinnacle Live event support representative to discuss solutions.

CUSTOM MEETING SPACE & INTERNET SERVICES

- A. Custom meeting space Internet and services at the hotel are exclusively contracted through Pinnacle Live. Our team offers a variety of customized services included SSID/password configuration, custom landing pages, wired Internet connections for web-based presentations, and VPN creation. Please contact Pinnacle Live for pricing and details.

LOADING DOCK, VEHICLES & PARKING

Loading dock requirements must be submitted to the conference services/catering manager no later than (14) days prior to the event load-in. This will include a requirement to provide the following:

- A. Scheduling the Dock:
- Correct dates and times of required activity
 - Load-in start time
 - Load-out start time
 - Amount of time needed per day for loading and unloading only
- B. Vehicle Profile:
- Vehicle size
 - Number of vehicles docking
 - Name of group, company, and/or person using the dock
 - All vehicles must register with the director of security upon arrival
 - All vehicles must park where directed by the director of security

The hotel does not provide or supply carts, hand trucks, or dollies, etc. Vendors must supply their own equipment to facilitate their loading/unloading activities. Any vehicle or apparatus moving equipment inside the hotel must be pre-approved by the director of engineering and have all wheels wrapped in plastic prior to entering the ballroom.

CONFIRMATION & ACCEPTANCE OF OUTSIDE AUDIO-VISUAL SERVICE GUIDELINES

I have received a copy of the Hotel Special Events and Production Guidelines. I acknowledge that by signing I have read and understand the information contained within the guidelines. I acknowledge that should our group choose to utilize a vendor other than the facilities preferred company, Pinnacle Live, that the items and charges listed in the above guidelines are accepted, will be upheld and will be billed to my group's master account.

Signature	
Name	
Date	
<hr/>	
Contractor Name	
Signed By	
Contractor Signature	
Date	
<hr/>	
Client Signature	
Date	

HOLD HARMLESS AGREEMENT

The undersigned Contractor agrees to the fullest extent permitted by law, to protect, indemnify, defend, and hold harmless The Westchester Marriott, the owner of the property, the management company for the property, and Pinnacle Live (together, the "property"), from all claims, damages, losses and expenses, howsoever the same may be caused reason of any suit, claim, demand, judgment or cause of action initiated by any person arising or alleged to have arisen directly or indirectly out of the performance of the work by Contractor.

The Contractor also agrees to provide a certificate of comprehensive General Liability Insurance, including Contractual Liability, Products and Completed Operations and Automobile Liability to the Facility, evidencing minimum limits of \$3,000,000 combined single limit. The Facility and its ownership is to be named as additional insured and the policy is to reference this Hold Harmless Agreement in the contract and specify a requirement for 30 (thirty) days' notice of material change, cancellation and non-renewal.

The Contractor also agrees to provide a certificate of insurance to the Facility evidencing Worker's Compensation and Employers Liability coverage in effect for its employees.

Contractor Name	
Signed By	
Title	
<hr/>	
Client Signature	
Date	

Please use Acrobat Reader to sign with a Digital ID, then email the signed form to 203@pinnaclelive.com. Alternately, a scanned version of the signature page is acceptable.