



## Production & Entertainment Manual

The following information pertains to special events such as fights, concerts, fashion shows, filming and the like.

### Event Details

In order for the Hotel to be well versed in the details of the event, the organizer will be required to provide the following information to the Hotel no later than fourteen (14) days prior to the event.

- Full agenda of events including set up, and tear down.
- A list of all outside vendors, delivery and removal times and list of products and/or services of each vendor. (If delivery requires loading dock and/or hydraulic lift all delivery times are to be coordinated with Hotel to ensure availability.)
- A copy of any printed program that will be distributed to attending guests. (If applicable)
- A copy of ticket and/or wristband that guests will be showing for entrance. (If applicable)
- A final count of tickets sold. (If applicable)

The Hotel does not provide personnel and/or box office services for tickets sales and/or distribution except through the Box Office. The Gaming Control Board requires that all tickets are handled through an approved ticketing system. Box Office fees and Live Entertainment Tax (LET) is mandatory on all tickets sales (regardless if sold through the Box Office or through other ticketing systems).

The Event is responsible for providing staff to cover entrances/exits to the event for ticket collection and provide a means of confirming re-entry. The assigned catering/conference service manager will cover any additional protocols for the event.

### Live Entertainment Tax (LET)

Any event that sells tickets to the public is required to pay a ten percent (9%) tax which is paid to the Nevada Gaming Control Board. The tax surcharge is paid on ticket sales, food, beverage and/or merchandise sales as it relates to the event. The Event will be required to prepay the estimated LET prior to the event with a credit card authorization on file for any balance that may due.

### Space Rental

Rental space covered under this information includes any meeting/function space, parking lots and/or other space in the Hotel that is assigned to accommodate the event. (The Showroom has a different set of criteria and is not covered under this information.)

Rental amount is for event day(s) only. Refer to set up for set up allowance and rental.

\$ .50 per square foot – Sunday through Thursday

\$ .75 per square foot – Friday and Saturday

All rental is subject to 8.25% sales tax and 21% service charge.

Note: Space quotes do not automatically include foyers/hallways. Any requirements that would involve this space should be included in initial request for space for availability.

Rental Includes

Existing lighting, flooring and electrical outlets  
(Note that the space lighting is not on a dimmer.)

Available inventory of chairs, tables and the like are to be discussed. Should the Hotel not have the available inventory for the room set, a rental quote will be provided. (The Hotel charges \$50.00 per table for table for exhibits, merchandise, etc. and is not included in the rental charge above.)

In the event outdoor spaces are utilized, rental will apply however no other services such as electrical, plumbing, etc are included.

#### Additional Items

Add-ons/Pop-up Requests – Last minute requests refer to any requests for products/services received on arrival up to departure. The Hotel will make every effort to accommodate requests received while on site however please note that we do not provide props, décor, specialty equipment, etc unless arrangements are made in advance. Rental quotes will be provided and all payments are to be made in full prior to receiving of products and/or services.

Set-up/Tear down – The Hotel will allow for set up at noon the day prior to the event date(s) to setup. The rental for set up day will be \$.25 per square foot Sunday through Thursday and \$.50 per square foot for Friday and Saturday. The Hotel does not have storage facilities for excessive equipment and/or inventory. The event will need to make arrangements for delivery on set up day. Delivery time will be coordinated with the assigned catering/conference service manager to ensure availability of the loading dock and/or freight elevators. The event will have four (4) hours to break down the event. Only during this time may guests be permitted in the back of house areas.

Back of House – Other than the time stipulated above, guests are not permitted in back of house areas (employee only service hallways).

Hotel Inventory – Guests may not take equipment, linens, etc that are not pre-arranged and/or assigned to them at any time. We manage multiple events and set-up for other clients.

Risers - \$50.00 per 4'x8' section needed. (If needed inventory exceeds Hotels level, or event requires special staging a quote will be provided.)

Specialty Equipment/Inventory – The Hotel does not have specialty equipment such as fight rings, runways, etc available in its inventory. These items may be provided by the event or the Hotel can provide a quote.

Audio/Visual – The Hotel a/v partner is Presentation Services Audio Visual (PSAV). While we understand that some events may have their own equipment, the Hotel requires that PSAV be given an opportunity to bid on any equipment that is put out to bid.

The Hotel does not permit any other company rigging access other than PSAV on premise. Additionally the house sound system is also under the control of PSAV. Arrangements and payment are required in advance.

Should the event use the services of another company, all communication, service issues and/or payment is to be handled directly with that vendor.

Dance Floor – Arrangements for dance floors need to be made in advance and discussed as part of the room set to allow for appropriate space. Following is a guide based on expected attendance and rental costs

Dance Floor Size	# of Dancers	Rental
8'x8'	16	\$25.00
8'x12'	24	\$30.00
8'x16'	32	\$40.00
12'x16'	48	\$60.00
12'x20'	60	\$75.00
16'x16'	64	\$80.00
16'x20'	80	\$100.00
16'x24'	96	\$120.00
16'x28'	112	\$140.00
16'x32'	128	\$160.00
20'x20'	100	\$125.00
20'x24'	120	\$150.00
20'x28'	140	\$175.00
20'x32'	160	\$200.00

24'x32'	192	\$240.00
24'x36'	216	\$270.00
28'x32'	224	\$280.00
32'x32'	256	\$320.00
32'x36'	324	\$405.00
40'x40'	400	\$500.00

Dressing Rooms – There are two adjacent rooms to the ballroom that may serve as dressing rooms for the event. The rental and set up of this space follows the same outline as previously presented. The Hotel does not provide towels, mirrors, fans, heaters, etc. If these items are needed the assigned catering/conference service manager can provide a quote.

Emergency Personnel – When an event is required to have emergency medical personnel the staging of the team needs to take place within the allotted space assigned. The Hotel does not offer an additional room for this purpose.

Cleaning Fee – A cleaning fee of \$500.00-1,000.00 (to be confirmed depending on size of event) will be included in the contract. The Hotel reserves the right to quote a cleaning fee per venue depending on type of event, number of days and/or set up.

Diagrams – The Hotel is required to follow all fire and safety guidelines and submit final floor plans to the Fire Marshal for approval no later than two (2) weeks prior to the event date. Once approval has been received there will be no changes to the layout.

#### **Security**

The event is responsible for the cost of security. Hotel security is provided at \$40.00 per hour, 3 hour minimum. The Hotel requires one (1) security officer per two hundred (200) anticipated guests for indoor events. Outdoor events, including use of the parking facilities, will be quoted based on specifications. All outdoor arrangements must be communicated in advance of arrival.

Should the event elect to hire an outside security firm, the company will need to be approved by the Hotel to ensure all safety and licensing is in order. The Hotel does not permit armed security.

#### **Concession**

**The Hotel does not permit food and/or beverage to be brought in from outside sources. Any exceptions must be pre-approved and corkage fees will apply.**

The Hotel can provide food and beverage service at an event as follows. The Hotel does not participate in revenue share for food and beverage sold at events. No food and beverage is permitted to be brought in from outside at any time.

Beverage – Bar service is available via a cash bar or hosted bar. Refer to the catering menus for pricing. There is a minimum of \$500.00 in bar service required for cash bars. Should sales fall below this amount the Event will be charged the difference. This does not include the bartender fee of \$150.00 per bartender. The Hotel will 'card' anyone it deems could be under age and reserves the right to refuse or stop service to impaired guests.

Food – The Hotel can make a limited concession menu (hot dogs, potato chips, popcorn and candy bars) available for cash sales during the event. There is a cashier charge of \$100.00 per staff member and a minimum of \$500.00 in food sales to be guaranteed by the Event.

All minimums are subject to 8.25% sales tax and 21% service charge.

#### **Parking**

The Hotel provides both self and valet parking options. Self parking for non-hotel guests is provided at the first 90 minutes free with each additional hour \$2.00, a maximum of \$12.00 per day. Lost tickets are charged at \$20.00. Special event parking and/or oversized parking rates may apply.

#### **Accommodations**

The Hotel will work with the event on a group discounted rate for ten (10) or more rooms for staff, event attendees, and VIP's. Terms and conditions of room blocks will be discussed and outlined in the agreement. For blocks of less than ten (10), individuals can book directly through the reservations department at prevailing rates.

### **Payment**

The Hotel requires that all projected costs of hosting event are prepaid no later than forty-five (45) days prior to the event. The Hotel reserves the right not to set and/or service event if prepayment is not received. The Hotel will accept a company check for payment(s) provided it is received more than sixty (60) days prior to arrival. For payments within sixty (60) days of arrival, the Hotel can accept a credit card or cashier's check. Guests who wish to make payments by cash will need to schedule in advance of arrival for handling and processing.

Additionally a credit card authorization is required to be on file until the conclusion of the event for any unexpected additions of product and/or service. The Hotel will charge the credit card on file at the time any product or service is added during the Event dates.

### **Business License**

In the event anything is to be sold during the event, the seller will be required to have a business license. For information on the requirements and/or process please contact the following:

Clark County Business License & Tax I.D. Number  
500 South Grand Central Parkway, 3<sup>rd</sup> Floor  
Las Vegas, NV 89155-1810  
702-455-4252  
Co.clark.nv.us/buslic

Under Nevada Administration Code (NAC) 372.180 the promoter or event organizer allowing any retail sales at or in the event has the responsibility to collect and remit taxes for their event. The Hotel does not provide this service.

All sellers will be required to provide a copy of their business license before opening for sales.

### **Venues**

The information within applies to function space, public space and/or outdoor spaces within the Hotel with the exception of the Showroom. The Showroom has a different set of booking criteria and/or charges.

The pool deck has a set up charge in addition to rental charge and other costs outlined within.

Outdoor venues (parking lots) do not provide for restroom facilities. The Event will be responsible for using the Hotel's facilities or making arrangements for temporary facilities. When vehicles are involved, all traffic regulations and speed limits will be honored by attendees. The Hotel reserves the right to disallow an exhibit (or) if rules are not abided by.

### **Insurance**

Event shall maintain at a minimum, as long as this event agreement is in effect, at Event's expense, liability insurance with limits listed below. Event will include PlayLV, LLC, its parent company and their respective directors, officers and employees as additional insured. Each certificate of insurance also shall provide that coverage afforded under the required policies will not be cancelled or not renewed without at least thirty (30) days prior written notice to Hotel. Event will also maintain applicable automobile liability insurance and workers compensation insurance on its employees.

General Liability Insurance – Bodily Injury and Property Damage – \$2,000,000 Combined Single Limit

No later than fourteen (14) calendar days prior to the commencement of the Event's function, the Event shall deliver such certificates of insurance to the Hotel – to the attention of the Event's assigned convention service/catering manager, located at One Main Street, Las Vegas, NV 89101.

The consent of the Hotel to the insurance and limits insured, as shown herein, shall not be considered a limitation of Event's liability under the agreement or an agreement by Hotel to assume liability in excess of said amounts or for risks not insured against.

**Marketing**

The event is required to submit all marketing materials and/or commercials that include the Hotel's name, address, phone number, and/or website to be printed, distributed and/or aired to the Hotel for approval.

Any on property marketing (banners, signs, etc) are also required to be coordinated in advance and receive Hotel approval. In the event the Event signage exceeds the inventory of the Hotel the catering/conference service manager will provide a rental quote.

**Deliveries**

All deliveries are to be scheduled through the assigned catering/conference service manager. The proper delivery ingress and egress details will be provided once the event is confirmed. The Event is responsible for communicating proper delivery method, days and times.

**Management**

Management reserves all rights to cease and desist an event prior to and/or during should the Event not comply with prepayment policies and/or hotel policies as it relates to safety, security and/or respect to hotel guests or other events.

*The information within is subject to change based on Hotel policy change and/or County/State regulations.*