

Casa Velas informs you of the regulations for events that governs our internal staff as well as external suppliers.

## 1.- REQUIREMENTS FOR CONTRACTING OF EVENTS:

<b>EVENT NAME.-</b>
<b>EVENT DATE (ARRIVAL TIME).-</b>
<b>NAME OF CONTRACTED COMPANY-</b>
<b>NAME AND CONTACT OF THE COMPANY'S MANAGER (DURING THE EVENT). -</b>
<b>NAME AND CONTACT OF THE PERSON WHO CONTRACTED THIS SERVICE. -</b>
<b>NAME AND CONTACT OF THE PERSON RESPONSIBLE FOR THE EVENT. -</b>
<b>VENUE.-</b>
<b>SET UP START TIME ( ONLY IF APPLICABLE)</b> Consider that the earliest time to start it's 9:00 a.m. the day of the event: 4 PM
<b>DISASSEMBLY TIME:</b> It has to be immediately after the event ends, consider that events must end máximo at 11:00 p.m:
<b>VOLTAGE REQUIRED DURING THE PRODUCTION AND DURING THE EVENT.</b> (Only applies to audiovisual service companies).

## 2.- REGISTRATION AND ACCESS OF EXTERNAL PERSONNEL:

The entrance of external personnel for the hotel will be through the suppliers entry, which is the second black gate to the left of the security guard house, seen from the front of the hotel and its registration will be carried out in the employee time clock area.

Direct entrance through the Lobby area of the hotel, applies only to photographers, videographers and makeup artists (previous registration with security guard house with official ID, entrance with minors is not allowed).

Direct entrance to Tau Beach club will be directly through the security guard house with official ID, considered the only entrance authorized for external vehicles and their personnel.

NOTE: The entrance of underage personnel or companions is not allowed, in case it is necessary, they will be allowed only with the authorization of the hotel's general management.

Admission to the property must be made only under the following dress code and will be enforced through the hotel security personnel.

- Pants (No flashy colors, rips, stains, patches, or loud prints, shorts or shorts of any kind are allowed).
- T-shirt with sleeves (No flashy colors, rips, stains, patches, or loud prints are allowed).
- Closed-toe shoes (No sandals, slippers, huaraches or any type of footwear with orifices).
- No caps, hats, ski masks or hoods are allowed.

Any person that does not comply with the above dress code will not be allowed access to the hotel.

Once the dress code has been accredited, the hotel security personnel will proceed with the registration as follows.

- Current official identification to all the persons who must enter. (The entrance to minors is not allowed)
- The security staff will take a picture as part of the entrance register.
- You will receive an official badge that must be carried all the time in a visible way to be able to move through the service areas destined for the event. In case of loss of the assigned badge, the identification of the person in charge will be detained and there will be a charge of \$70 MXN for its replacement.
- All materials, tools, and equipment must be registered at the entrance.

All material, tools or equipment entering the property must comply with the cleaning and disinfection protocols prior to entry, with the contracted company's own sanitizing product; the hotel will not provide material for cleaning.

The enabled accesses for the entry of material and/or equipment of production will be depending on the event area after registering in the security guard house:

- Maneuvering Yard Entrance - Access door for suppliers (Second black gate in front of the hotel on left side)
- Botanical Garden Entrance. (First Brown gate in front of the hotel on left side)



*Ballroom Entrance – Visitor access door (First brown gate in front of the hotel on the right side).*

*Ballroom Entrance for Suppliers - (Second brown gate in front of the hotel on the right side).*



- *Entrance to Tau parking lot Access gate through security guard house*

Prior to the entry of all material and/or equipment, a tour through the ballroom or area designated for the event must be made by those in charge (Internal and External), in order to carry out a thorough review of each of the facilities designated for the assembly or service and thus agree on the conditions in which they are delivered to the client; at the end of the event the same procedure will be carried out to determine the condition of such areas.

The hotel doesn't provide personal equipment destined for transport operations of materials in the areas, so it must be necessary to have a car or platform (with wheels) to carry out.

The hotel does not have a forklift service in service areas for meeting rooms; therefore, the aforementioned accesses will be the only ones allowed for loading and unloading of all materials and/or production equipment and their access will be controlled and monitored by the hotel security personnel.

In case of needing a change of schedule for the assembly, after the signature of this document, a new request must be made to the internal manager of the event with a minimum of 24:00 hrs in advance and will be subject to prior authorization by the general management of the hotel.

The access of cargo vehicles will depend on the dimensions of the product or materials to be unloaded, with a maximum capacity equivalent to one ton; if parking is required on any of the adjacent avenues for unloading, the corresponding permit from the municipal authorities must be obtained. Once the maneuver is completed, the vehicles must be removed from the corresponding parking lot or area without exception.

The circulation routes, service corridors and vertical or horizontal transportation may not be used to place or store materials, tools and/or products that are not being used inside the hall or the areas destined for the event.

Requests for electrical consumption or power requirements will be evaluated prior to arrival by the hotel's maintenance department, and third-party electrical installations will be carried out in accordance with current safety regulations. (Applies only to audiovisual services).

The hotel will not allow the entrance of any element, machine or vehicle whose measurements exceed the access doors, under no circumstances will they be removed from their original installations.

Due to the fact that the hotel does not have storage areas for external materials or personnel for their care, the hotel will not be responsible for their safekeeping, and the final client will be the only one directly responsible for them.

The client who hires through third parties the services of sound, audiovisual, televisions, and/or music equipment must operate acoustically isolated, not exceeding 18 decibels of sound pressure level, measured at one meter from the perimeter of the room within the following schedule: - From 17:00 hrs

When any external person does not comply with the rules of order, industrial safety, behavior, sanitary measures or instructions of the hotel's security personnel, he/she will be sanctioned and the hotel may reserve the right of admission



### 3 WORK REGULATIONS

The client agrees to share and enforce the following work rules with all production personnel.

During the assembly and disassembly of its events, the hotel will not allow the use of restrooms in the public areas intended for hotel guests and guests of the events, however, as an alternative, the restrooms and/or dressing rooms intended for collaborators will be available.

All personnel must maintain an appropriate behavior, avoiding hostile attitudes, shouting, disrespect to the orders given, etc., otherwise, they will be obliged to leave the hotel with information to the owner of the event.

It is strictly forbidden the consumption of alcohol, tobacco or any other type of intoxicant, during the time programmed to perform their services in the events. This includes pre-assembly, operation of the event and disassembly.

It is forbidden to access the kitchen areas under any circumstances in order not to alter the hygiene conditions dictated within the hotel.

We remind you that it is strictly forbidden to hire minors under 18 years of age according to the Federal Labor Law, which is why no person will be allowed to enter without their official identity card (INE).

Introducing food for the assembly personnel during the pre-assembly, operation of the event or disassembly in any area of the hotel will be only under the authorization of the internal responsible of the event or in his absence by the general management.

The assembly of articles - furniture near the air conditioning grilles affect the performance of the equipment, so a distance of 1 meter from it must be respected for air circulation and thus optimize its performance; also, it is forbidden to obstruct with such items, structures, panels or curtains, emergency exits, service doors, fire extinguishers and / or fire hoses.

The client must take into account that the spaces outside the hotel building are private property and therefore may not be used by and during the events for any purpose.

Under no circumstances is it permitted for external personnel to rest in areas of the hotel during the time of assembly, operation of the event or disassembly; actions such as sitting, lying down or using distracting devices such as cell phones, tablets, video game consoles or audio devices during these times will cause them to be removed from the property if they are caught.

If it is not necessary to perform any assembly activity or contracted service, you must leave the facilities and return at the time to retake your work.

### 4.- CONVENTION CENTER/ FOYERS/ COMMON AREAS

The hotel will not allow the use of artificial smoke effects, cold pyrotechnics or any other element that could activate the smoke detectors, and therefore the automatic activation of the fire sprinklers.

The productions, stages, constructions, etc ... must not obstruct under any concept the fire hoses, telephones, fire warning buttons and / or fire extinguishers installed in the areas as well as emergency exit doors or escapes, doors and entrances to the halls.

All wooden modules must be mostly prefabricated to avoid carpentry work inside the halls or gardens and during the assemblies it will be essential to protect the carpets with plastic blankets (by the company) to prevent damage, under no circumstances may be carried out assemblies or assemblies in the common areas of the hotel (corridors, foyers, ramps).

The use of paints, unfriendly solvents and pyrotechnics is strictly forbidden.

In the case of painting details inside the halls, carpets must be protected with plastic blankets (by the company) to avoid stains without exception.

No varnishing work is allowed inside the halls.

Any type of fabric used for decoration inside the facilities must be treated with fire retardant.

Any type of work involving welding inside the rooms is prohibited.

The introduction of any type of heavy equipment shall be subject to the approval of the hotel's Maintenance Management.



It will not be allowed to fix or tie any element to the walls, ventilation grills, smoke detectors, and/or sprinklers of the extinguishing system.

The hotel is not responsible for materials, equipment, tools that are not reported to the Security Department for safekeeping.

The air conditioning in the rooms is for exclusive use during the events, therefore it is not authorized for assembly or disassembly activities.

All types of wiring on the floor must be properly secured to prevent tripping using plastic trays marked and protected without exception; any cable used for electrical connections or extensions must be in perfect condition and undamaged.

The emergency power generator, whether private or governmental, must be channeled to the Maintenance Management through a supervisor, who will coordinate the connection and subsequent operation of the same, it is important to know the general specifications of the equipment, which must be delivered to the Maintenance Management through the person in charge of the Internal event, however in case of emergency or special requirements, it is at the discretion of the Maintenance Supervisor its coordination and authorization. The position of the equipment will be authorized within the facilities assigned to the hotel.

It is noted that in the event that any installation presents any deficiency, it will not be connected or authorized by the Maintenance department.

The hotel may suspend or determine periods for the demonstration of any equipment that, in its judgment, may present risks to persons, merchandise, structures or elements of the hotel, or at any time produce a high level of noise or vibration, and may disturb the activities of adjacent rooms or guests.

The space allocated for storage of equipment for external suppliers shall be the sole responsibility of the supplier.

Upon arrival of the client at the exhibition area, the hotel will supervise that the wiring used for the exhibition complies with the safety characteristics (cable width, cable conditions (open), well made joints, jacketed, corridors protected with stops), otherwise, the hotel may stop the assembly for safety reasons. The wiring must be in perfect condition, be of adequate thickness for the current load and authorized by the hotel's maintenance department. It must not interfere with corridors or emergency exits, it must be shielded and if it crosses corridors it must have the corresponding protection .

The assembly of articles-furniture in the foyers and common areas of the hotel must include the following.

The client must cover the marble floor of the foyer with carpet or under carpet to maneuver and set the article or furniture on carpet.

The client must arrive at the event facilities with all pre-assembled material (frames and structures) only to be assembled in the area, considering that the convention hall and/or foyer is not a carpentry or painting area.

It is forbidden to install equipment with gas or unhealthy substances.

The client is responsible for the cleanliness of the area destined for the event and must remove the garbage from the facilities originated at the time of setting up or dismantling their productions, otherwise, the hotel will assess the applicable charge for the cleaning of the area.

The hotel confirms that the distribution of food and beverages within the event area is prohibited. Food requirements must be made in advance to the person in charge of the Internal event and will be subject to authorization by the hotel's general management.

The assembly of the areas is done without air conditioning. In the event that the contracted company requests air conditioning, 100% of the room rental will be charged.

The client must prove compliance with the provisions (payments and/or permits) according to SUTUM, CROC and/or ANDA before carrying out any kind of presentation, show or musical event.



# CASAVELAS

PUERTO VALLARTA

## 5 RESPONSIBILITY

The client shall be solely responsible for damages and/or injuries suffered by his staff, permanent or occasional; by visitors or by objects of any kind found within the event areas; incidents that generate legal liability to them for theft, fights, injuries, homicides, fires, explosions or accidents. Likewise, it shall also be liable for damages caused to persons or things by its personnel and for the things or objects used or under its care inside the halls or in common areas of the accesses thereto.

The client must have the respective insurances for the exercise of the client's activity as participant of the event, especially: fire, electric shocks, falling objects, and emergency medical attention to its personnel in charge as a consequence of the client's activity either directly or contracted from third parties.

I certify that I have read and received a copy of the internal regulations for weddings and events to work within the facilities of Casa Velas Boutique Hotel, I understand the information presented therein and acknowledge each of the rules to follow to carry out the development of the assembly and operation during my event, considering moments of pre-assembly and disassembly. I also accept as a provider of audiovisual services, professional decoration services, scenographic production, equipment for exhibitions and/or entertainment services, the charges listed in this regulation to be applied to my master account or directly to external suppliers

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**NAME & SIGNATURE**