

Sun Valley Resort

Sun Valley Pavilion

General Policies, Rules, and Regulations



Sun Valley Pavilion

Physical: 300 Dollar Rd
Mailing: PO Box 10
Shipping: 1 Sun Valley Rd: Pavilion
Sun Valley, ID 83353

CONTACT INFORMATION

SV Resort Entertainment Dept:

Entertainment Director: John Mauldin	208.622.2167 jmauldin@sunvalley.com
Production Manager: Cara Stone	208.622.2805 cstone@sunvalley.com
Technical Director PAV: Josh Nelson	208.622.2814 jnelson@sunvalley.com
Technical Director Resort: Jay Cutler	208.622.2806 jcutler@sunvalley.com
Assistant Tech: Sam Smith	208.622.2807 ssmith@sunvalley.com

SV Resort Staff:

Executive Concierge: Ghislaine Guigon	208.622.2097 concierge@sunvalley.com
Hotel Guest Services (BellSv/Local AirPShuttle)	208.622.2122 svshuttle@sunvalley.com
Marketing/PR: Jack Sibbach	208.622.2183 jsibbach@sunvalley.com
Marketing Coordinator: Kate Randall	208.622.2189 krandall@sunvalley.com
Security Manager: Mark Beelaert	208.309.8414 mbeelaert@sunvalley.com
Recreation Office/ticket office	208.622.2135 lbreezeale@sunvalley.com
Hotel Reservations	208.622.2151 reservations@sunvalley.com
Catering Manager: Katherine Morse	208.622.2991 kmorse@sunvalley.com
Lost and Found	208.622.2292 lostandfound@sunvalley.com
Front Desk-Main Lodge	208.622.2004 pgirdler@sunvalley.com

This document serves as an agreement between the Sun Valley Company (hereafter referred to as Owner) and event participants, including, but not limited to, outside event coordinators/purchasers, entertainers, staff, crew and any other non-Sun Valley Company employees associated with the event unless noted otherwise. If included with a contract, the signing of said contract constitutes agreement to comply with all regulations as set forth in this document.

ANIMALS

With the exception of guide, signal or service dogs, animals are not allowed in the facility without prior approval. Approval is based on whether the animal is legitimately part of the show or activity requiring the use of animals. If allowed, animal owner/guardian/trainer is ultimately responsible for the sanitary needs of the animals.

BROADCASTS AND RECORDING

There is an additional fee for broadcasts and recording. Please ask the Production Manager for the details and appropriate fees.

CATERING

All food and beverage requirements must be ordered through the Sun Valley Company Catering Department and approved by the Production Manager. ***Outside catering is prohibited without prior approval from our Catering Director and Entertainment Director.***

CONCESSIONS

All concessions will be handled by Owner. No outside concessions are allowed on Owner property without prior approval. Coolers and glass containers are not allowed inside the Pavilion seating area ***at any time***. If lawn is open, coolers and glass containers *may* be permitted upon approval of Entertainment Director or Production Manager.

COPYRIGHTS AND PROPRIETARY MATERIAL

Music fees, dramatist fees, copyright license fees, patent fees, or any other fee attached to copyrighted or proprietary material are the responsibility of the event producer or non-Sun Valley Company Purchaser. Please ensure that the appropriate fees cover all presentations associated with an event. Producer is responsible for any violation or infringement rights of any materials.

DECORATIVE MATERIALS

Nothing may be taped, nailed, stapled, tacked, or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, columns, doors, stone, or windows. Check with the Production Manager for further information on appropriate displaying methods in the Sun Valley Pavilion. ***Damages resulting from the improper use of these materials will be charged directly to outside producer/event coordinator/purchaser or, if producer/purchaser is the Owner, the event participant(s)/artists or their Management.***

ELECTRICAL SERVICES

The Sun Valley Co. requires that all electrical work inside or outside attached to disconnect switches, panels, motor control centers, panel boards, and other electrical equipment controlled by us be performed by our staff. Any electrical needs beyond our normal use, please contact the Production Manager.

FIRST AID

Basic First Aid services available for additional costs, any services over and beyond basic first aid contact the Production Manager. The Sun Valley Co. reserves the right to require outside producers/purchasers to add first aid services to an event.

FREIGHT DELIVERIES

Freight or materials, including overnight freight services are accepted prior to the contracted move-in date. Deliver address should reference the name of the event. All deliveries must be scheduled with the Production Manager in advance of event.

HELIUM BALLOONS

Helium balloons may not be distributed or sold inside the facility. With prior approval, helium balloons may be used when they are permanently affixed to authorized displays. If helium balloons are released for any reason within the facility, labor costs associated with the removal of the balloons from ceilings, tent, canopies, and trusses will be charged to responsible party at the prevailing rate.

KEYS

Should you require keys for any rooms within the Pavilion, please advise our Production Manager. ***There will be a \$25 per key fee assessed for any key that is not returned.***

LOADING DOCK

The loading dock is available for the loading and unloading of trucks. It is not available for parking of trucks or other vehicles without prior approval. Please contact the Production Manager for additional information.

LOST, LEFT OR ABANDONED ARTICLES

Every effort shall be made by our staff to see that property found or turned in is handled in such a way as to provide the best possible opportunity for return of that property to its rightful owner. All lost items are given to our Security Department. Please note that unclaimed items will be disposed of after 30 days.

MERCHANDISE FEE

No merchandise, including, but not limited to, printed material, religious materials, records, tapes, CDs, DVDs, food, beverages, flowers, novelties, souvenirs, or clothing shall be sold at any event without the prior written approval of the Owner.

PRODUCTION STAGING SERVICES

All production needs must be placed through our Production Manager prior to event.

PARKING

The Sun Valley Pavilion has limited on-site parking available. The dock area behind the Sun Valley Pavilion is reserved for load-in and load-out periods, and performers' vehicles. There is Event parking available in the Horseman Center lot across Dollar Road for the public. Handicap parking is available in the small lot located southwest of the West Entrance. As spaces are limited, we encourage use of the West Entrance drop off if the group includes a non-handicapped driver who is able to park and walk. Contact the Sun Valley Security Director for more information or parking arrangements.

RIGGING

Sun Valley Co. will provide the labor for all rigging points for event, show, and production hanging. The client will provide, prior to event, a rigging plot of the points they wish to use. The associated costs for rigging and restoration will be determined from this information. Please direct all questions to the Technical Director.

SAFETY

The Owner's goal is to provide a safe environment for you and everyone associated with your event. Please help us meet our goal by adhering to the basic safety-related policies, which follow in this section:

- Event producers/purchasers, organizers and participants must comply with all federal, state, and local fire and building codes that apply to public assembly facilities. Depending on the type of event, the number of attendees, some events may be required to have a Fire Marshal on duty at an additional expense.
- All equipment must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters (power strips) must be UL approved and have an overload internal circuit breaker. Spliced wires are heat generators and are therefore, prohibited.
- The use of welding equipment, open flames, pyrotechnics, candles or smoke emitting devices or material is prohibited. Exceptions may be made with prior approval by the Fire Marshal and Production Manager.
- Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, and aisleways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers pull alarms, and fire hose cabinets must be kept clear at all times.
- In the event that an alarm goes off, please know that we do not deactivate any alarm until the proper emergency response team is on-site, verifies the cause of the alarm and then deactivates the alarm. We operate at a maximum safety level that helps us to insure life. In case of an emergency following an alarm, we will activate our public address system and provide direction to everyone in the facility. Please listen and follow the directions, doing anything else will increase the hazard and will put you and your attendees at risk.

LEGAL

Workers' Compensation Insurance:

Owner will maintain Workers' Compensation Insurance for Sun Valley Employees only. All outside companies/performers/agencies, etc must maintain their own Workers' Compensation Insurance for their own employees, in accordance with the statutory requirements of the State of Idaho.

Indemnity and Liability:

All outside companies/performers/agencies, etc agree to provide for the benefit of the Owner, general liability policies of insurance in an amount no less than Two Million Dollars per occurrence, including Owner (as an additional insured) against any liability that may accrue against them or either of them on account of any occurrences in or about the Premises during the term of occupancy resulting in personal injury or death or property damage. Non-Owner occupants shall provide Owner with a certificate or certificates of insurance covering such insurance stipulating that such insurance shall not be cancelled without notice in advance to Owner.

Outside Producer/Purchaser/event coordinator shall obtain and deliver to Venue certificates of insurance for all Policies evidencing that all insurance and workers' compensation coverage's required under this paragraph are in full force and effect and that Venue's Indemnified Parties have been added as additional insured no later than 1 week prior to event.

SECURITY

Facility

Owner retains control of all public spaces including lobbies, docks and all perimeter areas. Basic services are provided for asset protection. Any additional services that you request in our controlled areas are provided at additional cost at the current billable rates. We reserve the right to eject disorderly persons, or any person who is causing disruption to an event and/or the conduct of business

Security Services

Events are required to use Owner security department personnel. Sun Valley Security will establish the minimum staffing levels for security personnel at the event site. Outside Producer/Purchaser/Event Organizer is responsible for ensuring that any outside security contractor who will be working on Sun Valley property is appropriately licensed and that Owner is named Additional Insured on the contractor's insurance policy. All outside security contractors who may be used for additional security coverage must report to the Security Director and/or onsite supervisor, must provide proof of liability coverage that protects us against any loss that may occur in the areas serviced by said contractor. Sun Valley Security staff and Entertainment Department staff will review the staffing levels established with the security contractor. Owner reserves the right to determine minimum levels of security coverage.

SMOKING

The Sun Valley Pavilion is a non-smoking facility. There will be **NO-SMOKING** allowed onstage or backstage under any circumstances.

TICKETING/BOX OFFICE

Unless other arrangements are made with the Entertainment Director, the Owner will be the exclusive seller of all tickets to the production. General Admission is discouraged, but possible for certain types of events. Fees are as follows: \$3.00 for in-person or phone purchase; \$1.00 if purchased online. Idaho law requires collection of sales tax on every ticket Owner sells. The tax rate is currently 9%. For events not produced by Sun Valley, taxes are the responsibility of the producer/purchaser/organizer.

TRUCK ARRANGEMENTS

Truck parking may vary; call the Technical Director to confirm.

WASTE DISPOSAL

Producer/Outside Purchaser is responsible for proper and regulated disposal of any and all toxic or biohazard goods, materials, and substances, and must comply with all applicable laws.

Producers/Outside Purchasers: if someone associated with your event ignores regulatory mandates, it is your responsibility. Please ask the Production Manager for additional information.

LAST NOTE

Every event is different and the General Policies, Rules and Regulations cannot conceivably cover every possible scenario. If there is anything that is not covered expressly in this document, please know that the Sun Valley Co. reserves the right to determine the necessary considerations or stipulations on an as-needed basis. Our sole effort is to insure the success of your event and safeguard the safety and experience of all our visitors. We know that you will appreciate our efforts.

THESE GENERAL POLICIES, RULES, AND REGULATIONS ARE SUBJECT TO CHANGE.