

Hotel Resource Guide

The following policies and procedures are intended to be an overview of areas that impact most group programs. Please consult your event manager for additional information. All policies and procedures, including fees and charges, are subject to change.

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ADVERTISING

The Group and Hotel will not use the name, trademark, logo, or other proprietary designation of the other party in any advertising or promotional materials without the prior written approval of such party. The Group's requests for any Hyatt Regency Denver advertising materials should be directed to your Event Manager with Hyatt Regency Denver.

AMENITIES

Please see your Event Managers for Amenity options for your VIPs. Amenities ordered are due to your Event Manager no later than fourteen days (14) prior to the VIPs arrival.

Requests are received within 14 days, amenities are based on availability and additional fees may apply

AMERICANS WITH DISABILITIES ACT (ADA)

The Hyatt Regency Denver meets or exceeds all requirements for the Americans with Disabilities Act. Hotel facilities including, but not limited to, meeting space, restrooms, dining areas, common areas and sufficient guest rooms are reasonably accessible and usable by persons with special needs.

The hotel has (58) fifty-eight ADA accessible rooms reserved for guests with specific physical needs. Further information regarding the specifications of ADA guest rooms and additional services is available upon request.

The hotel's meeting rooms are equipped with Hearing Assistance Listening Devices. Please ask your hotel contact for details.

AUDIO VISUAL

A complete range of state-of-the-art equipment, technical expertise, and production services are available through our in-house partner, Encore. Their experience working in coordination with the hotel's operating departments will ensure your audio-visual experience is successful and seamless.

All companies, including decorators planning to do audiovisual work (audio, lighting, projection, video and rigging) at the Hyatt Regency Denver must be in contact with ENCORE no less than 90 days prior to arrival. ENCORE will advise these companies of what provisions must be met and assist in assuring that your function runs smoothly. Certain exclusives are retained by Encore and must be provided by them. They include the following:

- **House Sound** - To maintain the integrity of our in-house audio system, outside companies are not permitted to patch directly into this system.
- **Power** - All Production and Exhibit electrical requirements must be arranged through ENCORE, including attendee utilized power services. An order form should be included with the initial Exhibitor Sales Kit, if applicable. All necessary cable ramps must be provided by the outside vendor or they can be rented on a daily basis from ENCORE. Primary entrances must be free of cables, including all service doorways for staff. Coordinate with ENCORE for options to conceal cables.
- **Breakouts** – ENCORE is the exclusive provider of Audio-Visual equipment in any room that is not designated as the General Session. Outside production/Audio Visual companies are welcome to manage general session productions. Pricing for AV services is based on the current applicable rates available from ENCORE. Labor management of Breakouts (Set/Strike/Operator) are an exclusive service of ENCORE.
- **Rigging/Truss** - ENCORE is the exclusive rigger for the Hyatt Regency Denver. "Rigging Services" shall be generally defined as the attaching of hardware and equipment to building structure as well as ground supported rigging structures including but not limited to hoists, chain motors, truss, lighting, video equipment, screens, scenic, audio equipment and banner hanging. Notwithstanding the foregoing, the

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chain motors, rigging points/attachment hardware, lifts and rigging labor shall be exclusive to ENCORE as well as inspection, maintenance and use of Fall Protection Systems, whether permanent or temporary.

- **Lighting** – Lighting for Event rooms can be reprogrammed through ENCORE. Any additional lighting equipment brought into the ballroom is subject to inspection by a representative of ENCORE. Access to any electrical breaker or disconnect is prohibited.

Hourly fees and other related service charges would vary, based on the complexity of the technical requirements and the level of involvement provided by an ENCORE representative. Encore AV will work directly with the selected audiovisual company on an estimate of charges. Unless authorized to be posted on the Group Master Account, a vendor must establish billing directly with ENCORE for miscellaneous charges, such as crew meals, phone, security, supervision, and electrical fees, no less than 30 days prior to load in.

A representative from ENCORE must be present during load-in and load-out at prevailing rates. This person will oversee all activities within the meeting and convention space, act as the point of contact for unforeseen production needs, ensure that standards, safety and policies of the Hotel are followed and assist with pre-event consultation and any last minute assistance or emergency support. Pricing will be billed based on Encore's standard hourly labor rates at the time of the program.

A complete show schedule, including move-in and move-out and rehearsal times as well as any applicable diagrams are due to ENCORE and the Event Manager at least 30 days prior to arrival. Plans submitted past the 30-day deadline will be subject to additional fees based on overtime or rush processing.

Additionally, the audio visual provider and event production service providers must comply with all terms and conditions of the Hotel's Facility Guidelines, which outlines (but is not limited to) liability insurance, hotel guidelines and other requirements mandated by the State of Colorado and Denver Fire Department regulations.

Complete details of these services can be obtained by contacting your Event Manager to get in touch with your Encore Sales Representative.

BANQUET STAFFING STANDARDS

Plated Breakfast/Lunch.....	One (1) server per 20
Buffet Breakfast/Lunch.....	One (1) server per 40
Plated Dinner.....	One (1) server per 15
Buffet Dinner.....	One (1) server per 30
Host Bar.....	One (1) bartender per 100
Cash Bar.....	One (1) bartender per 150

Additional servers requested above the hotel standards will be charged at a rate of \$150.00 (plus tax) per server.

Additional Labor:

- Tray Passer – \$150 fee per passer
- Chef Attendant – \$150 fee per attendant

Labor pricing is based on a three-hour maximum time period. Additional labor is \$60.00 per hour.

BARS/BARTENDER FEES

Hosted and cash bars are available for all your catering events. A host bar is when the organization pays for all of the guest's drinks. A cash bar is set up for attendees to pay for their own beverages. Drink tickets are available upon request for those who want to limit host-sponsored drinks.

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Cash bars require a \$750.00 minimum spend per bar. Should the bar not reach the minimum, the group will be responsible for paying the difference on their final bill.

The hotel is the only licensed authority to sell and serve liquor for consumption on the premises, per Colorado State Liquor Law.

Bartender fees are \$200.00 (plus tax) per bartender, based on a three-hour maximum time period, per 100 guests. Additional hours are \$60.00 per bartender, per hour.

BILLING / CREDIT / DEPOSIT

Credit procedures will be provided to Group by Hotel upon the request for a credit application. These are only available for bills estimated to be over \$10,000.00.

If Group wishes to set up direct billing for the Master Account, this signed Agreement must be returned to the Hotel and a credit application must be completed at least three (3) months prior to arrival and returned to Hotel for approval. In the event credit is approved: (i) all charges (up to the authorized credit amount) shall be due and payable to Hotel no later than thirty (30) days after the Group's receipt of the Master Account invoice, and (ii) Hotel reserves the right to rescind its approval if there is a material change in Group's creditworthiness or material increase in anticipated charges.

In the event that credit is not requested, not approved or subsequently rescinded, payment of the Group's total estimated Master Account will be due to Hotel prior to Group's arrival in accordance with the deposit schedule below. Failure to remit such payment(s) when due will be deemed to be a cancellation of this Agreement by Group, and Group shall be liable for the Cancellation Charges as set forth herein.

Invoice disputes and/or billing errors must be communicated to Hotel no later than fourteen (14) days before the date payment is due.

Group shall also provide a contingency deposit for additional items or services requested and provided during the Event, equal to 20% of the estimated Master Account charges ("Contingency Deposit"), due on same date as the final deposit below. The Contingency Deposit will be credited toward any additional amounts charged for additional items or services requested and provided during the Event, and, if applicable, any other outstanding amounts owed by Group to Hotel. Any portion of the Contingency Deposit remaining after payment of such additional items and outstanding amounts will be refunded to Group.

BRANDING & PROMOTIONAL OPPORTUNITIES

Hyatt Regency Denver has professional partner who as ready to assist you with any promotional opportunities during your program. From a welcome banner at the valet to your logo on your attendees' coffee cups if you dram it, we can brand it.

All branding artwork, set-up, and tear-down dates, and locations must be approved by the hotel before finalizing branding or promotional opportunities. Distribution of any promotional material of any type other than at group registration desks is strictly prohibited unless approved by hotel management.

Nothing should be posted on, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything in connection, therewith, necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the Group.

The Hotel has strategically located daily monitors displaying meeting information and will provide a reasonable quantity of easels for the Group's signage. The Hotel requests that all signage be limited to the meeting and exhibit levels, and requires that all signage intended for display in public areas of the Hotel be professionally printed.

Material and/or merchandise may not be displayed in any pre-function or public area of the hotel without prior permission of the Events Department.

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Any Group branding and promotional opportunities in the hotel will be assessed an applicable activation fee, which does not include production and installation / tear down fee. Contact your Event Manager for our full branding guide on more information and opportunity costs. Current city/state taxes of 9.15% will be applied.

BANNERS & SIGNAGE

All drapes, curtains, table coverings and skirts, carpet, or any materials used for décor, must be flame retardant and be tagged as such. All material is subject to inspections and flame testing by the Fire Marshal. The use of confetti, glitter, sparkles, bubbles, feathers, streamers, artificial snow, spray paint, helium balloons, cold sparks and t-shirt guns are not permitted.

All items must be hung by ENCORE to include floor mounted rigging above 6ft high. Weight capacities for hang points vary by function room or location. Please consult your audio-visual contact. All banners and signs must be professionally printed or computer generated. No hand-lettered signs or banners are allowed in the public areas of the Hyatt Regency Denver. Consult with ENCORE for banner hanging costs.

BUSINESS CENTER

FedEx Office has a state-of-the-art business center conveniently located on the lobby level adjacent to the front desk. The business center is staffed Monday through Friday 8:00 AM – 6:00 PM and closed on Saturdays and Sundays. Hours are subject to change.

The business center services include:

- Photo copying service
- On-site computer and software use
- Facsimile services
- Desk-top publishing services
- Secretarial / Writing services
- Printer/Copier rental
- Office supplies
- Self-service copier
- Shipping services
- Postal services
- Signs and banners
- Group branding

A self-service business center is also available with limited services 24 hours a day, 7 days a week, accessible for all hotel guests by utilizing their guest room key.

Please contact FedEx directly for special accommodations or to set up a group account. They can be reached at 303-298-8610 or by email at USA5009@fedex.com

CASHLESS

Please note that this hotel only accepts credit cards, debit cards and, where applicable, other contactless forms of payment. It is a cash-free environment. Any applicable gratuities for hotel associates is permitted to be added to the meeting invoice.

CENTENNIAL BALLROOM BALCONIES

Arrangements for the use of the ballroom balconies for Audio Visual purposes must be pre-arranged with ENCORE and your event manager. ENCORE must also approve arrangements for cabling and rigging in the balconies. A fee of \$400.00 per balcony per day is required. Liability waiver is required prior to the scheduled usage time and a hotel escort must be present during usage. Spaces are to be returned in the same clean condition provided to group to avoid an additional cleaning fee.

Available balconies with the commitment of the appropriate Centennial Ballroom space are:

- Centennial A - Foyer Side
- Centennial D - Foyer Side
- Centennial E - Foyer Side

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CHECK-IN/CHECK-OUT

The hotel's check-in time is 4:00 PM. Room assignments prior to that time are based on availability. The hotel's checkout time is 11:00 AM. Any attendees staying in their rooms beyond check-out time without Hyatt Regency's authorization will be charged for an additional room night at the prevailing rate. Early check-in and late check-out is provided based on availability, additional fees may apply.

COAT CHECK

If you would like to arrange coat check services for your meeting or event, please contact your Event Manager. An attendant fee of \$150 per attendant will apply to staff your coat check for up to 3-hour, additional hour available at \$50.00 per hour. For staffing of the coat check we recommend (1) attendant per (500) guests. Hotel personnel must staff coat checks.

DIAGRAMS/PERMITS

Denver Fire Department regulations must be followed without exception. It is the responsibility of the Production/Exhibit Company to produce scaled diagrams of the Production/Exhibit area. All permits and approved diagrams must be submitted to the hotel convention or catering contact 30 business days prior to move-in. All emergency exits, hallways, and aisles leading from the building or function space are to be kept clear and unobstructed.

The following is a brief recap of the current Fire Marshal requirements for banquet facilities within Denver, CO. This list is to be used as a convenient reference aid. These guidelines are subject to change at the will of the Fire Marshal.

- A 10' unimpeded perimeter around the room leading to an exit is required. With special circumstances, a minimum 8' perimeter may be approved at the Marshal's discretion based upon availability and access to an exit.
- Exit isles require a minimum of 6' to qualify as an exit isle. Isles should provide egress to an exit area. Theatre-style chairs must be inter-connected when set in rows. Exit isles are required for setups exceeding a maximum of 14 chairs across and 14 rows deep.
- Cables crossing exit doors must be contained within cable ramps. For cables .25" or smaller, rubber matting may be used with a minimum of 3 inches of gaffer tape used per side to secure to carpet/flooring. If matting cannot be adequately secured, cable ramps are required.
- No materials or structures can be flown that inhibit fire sprinkler coverage. This includes swag materials, regardless of fire rating. Any exceptions must be cleared directly with the Fire Marshal and are subject to approval and possible fire watch requirements.
- All soft goods must carry current certificates for fire resistance and be available upon request.

General Hyatt Regency Denver measurement info to be used on CAD drawing submissions:

- Risers: 6' x 8' at 16", 24", 32" high
- Stair modules: Steps with Handrail (24"h x 39.5"w x 34"d / Handrail 64.5"h)
- Footprint for chairs: 18.5" w x 23" d (includes inclined seat back)
- Using hotel rules for theatre-style chair rows (back-row tip forward) / Front of chair to front of next row: 46"
- Using hotel rules for classroom table setup / Front of the first row to the front of the next row: 54"
- Preferred spacing of 72" banquet rounds: 6' edge-to-edge / 12' center-to-center / 2'-2" between chair-backs in layout
- Minimum spacing for 72" banquet rounds: 5.5' edge-to-edge / 11'6" center-to-center / 1'-2" between chair-backs in layout
- Tables: 6'w x 18"d x 30"h, 6'w x 30"d x 30"h
- Limited inventory of Half-round (30" radius) 30"h, Quarter round (30" radius) 30"h, Serpentine 90deg (30"d x 5' outside radius) 30"h

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- Cocktail rounds: 30" diameter x 30"h; High boys: 30" diameter x 44"h
- Dance floor: 4' x 4' (Brown parquet wood style) / 6.25" edging strips (Gold)
- Hyatt Bar: 35"d x 6'w

Production layouts / diagrams approval from the Denver Fire department to be submitted by event production / exhibitor provider directly thru: <https://denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Fire-Department/Permits-Licensing/Fire-Safety-Operational-Permit-Application-Process> and submit the appropriate fees. A copy of the approved layout/diagram due to the hotel no later than 30-days prior to the scheduled event.

In the event of a scheduled plated meal function, diagram provided must include banquet service entrance(s). Contact your Event Manager for recommended number of entrances and location.

DRONES

The use of Drones within the building is not permitted.

EARLY DEPARTURE FEE

Any guest who departs earlier than the departure date confirmed at check-in will be assessed an early departure fee of one night's room and tax. This fee will be automatically posted to the guest folio, on or after departure. If a personal credit card is not provided, the charges will be billed to the group's master account. Emergency and special circumstance situations will be reviewed on a case-by-case basis.

ELECTRICAL SERVICES

All electrical needs will be handled by Encore Global. Additional charges apply. All requirements must be directed in writing to your Event Manager at least fourteen (14) days in advance of the meeting to ensure adequate time for installation orders to be processed. Please review all electrical needs with your Event Manager before finalizing your details to determine the hotel's electrical capabilities and confirm estimates of labor needs.

This will include usage of existing power outlets in available event space/foyer for safety.

EXHIBITS AND TRADESHOWS

The group is responsible for hiring an exhibition/decorator company. No later than sixty (60) days prior to the first day of the Event, Group shall provide to Hotel a fully completed data sheet that includes a summary of its requirements for the Exhibit Hall that includes the number of exhibits, the floor load and square footage requirements for each booth and total square footage of all booths in the Exhibit Hall.

All exhibit materials must be shipped directly to that official contractor. Hotel will refuse show materials shipped directly to the hotel. Prior to load in, a walkthrough of exhibit space must be completed with a vendor representative and the Event Planning Manager.

During load in, carpets and doors must be protected. The official contractor is responsible for providing all equipment required for set up including carts and pallet jacks. Empty crates, boxes or pallets cannot be stored in back hallways or exhibit booths. Exhibit hall maintenance during show is the responsibility of the official contractor including trash removal and vacuuming of aisles. At the conclusion of the show, the exhibit hall must be returned to the hotel in the condition in which it was received. A cleaning fee will be charged to the group if exhibit space is not returned to hotel clean and clear, starting at \$3,000.00.

Space Designated for Exhibit Area Includes:

1. Set up and dismantle days
2. General lighting
3. Standard heating and/or air conditioning

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Exhibit Rental Does Not Include:

1. Tables, Chairs and Wastebaskets for Booths
2. Rope and Stanchion
3. Drayage/Shipping Receiving of Freight
4. Decoration (Pipe and Drape)
5. Security (Required for load in & out)
6. Cleaning Services/Trash Removal/Vacuuming
7. Electricity for Each Booth
8. Gas
9. Water
10. Labor
11. Pre or Post Storage
12. Receiving

Garbage Removal

The hotel dumpster may be not be used for show-related garbage. Empty pallets, crates or boxes cannot be stored in the loading dock and must be removed from the hotel. A failure to respect this hotel's guideline will results in cleaning fee, starts at \$500 and up. A dumpster pull fee of \$1500 will be charged if hotel dumpster is used for show related refuse. At the conclusion of the event, the meeting space must be returned to the hotel in the same condition in which it was received. Should the official contractor require to reserve parking meter located near the hotel's main loading dock for their rented dumpster, they are responsible to make the necessary arrangement thru <https://www.denvergov.org>. A cleaning fee will be charged to the official contractor or group if the space is not returned to the hotel clean and clear.

Fireproofing

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials must be flame retardant to the satisfaction of the Fire Department and State Fire Marshal. Wood, canvas, cloth, cardboard, leaves or similar combustible materials must be completely flame a retardant. Oilcloth, tarpaper, sisal paper, nylon, Orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited. An official flame retardant certificate must accompany all materials. Fire extinguishers, fire hose cabinets, aisles, exit signs must be visible and accessible at all times. Storage of empty cartons and/or shipping containers in an exhibit booth is forbidden. All electrical equipment must be UL approved. Use of extension cords is discouraged. Open flame devices are prohibited in all assembly areas.

Floor Plans

Floor plans must be approved by the Denver Fire Department and should be submitted by event production/exhibitor provider directly through: [https://denvergov.org/Government/Agencies-Departments-Offices/Agencies\[1\]Departments-Offices-Directory/Fire-Department/Permits-Licensing/Fire-Safety-Operational-Permit-Application\[1\]Process](https://denvergov.org/Government/Agencies-Departments-Offices/Agencies[1]Departments-Offices-Directory/Fire-Department/Permits-Licensing/Fire-Safety-Operational-Permit-Application[1]Process) and submit the appropriate fees. A copy of the approved layout/diagram is due to the hotel no later than 30-days prior to the scheduled event.

Liability

Group is responsible for submitting an executed release of liability in a form approved by the Hotel from each Exhibitor or its third party representative in charge of providing installation and dismantling services prior to set-up. If Group fails to deliver the release, Exhibitors will be prohibited from utilizing the Exhibition Hall

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premises. The release must include the following language: "To the fullest extent legally permissible, Exhibitor agrees: (i) it shall be fully responsible to pay for any and all damage to property owned by Hotel, its owning entity, managing entity or their affiliates that results from any act or omission of Exhibitor; (ii) to defend, indemnify and hold harmless Hotel, the entity that owns the hotel, the entity that manages the hotel and their affiliates and each of their respective shareholders, members, directors, officers, managers, employees and representatives, from any damages or charges resulting from Exhibitor's use of the property; and (iii) its liability shall include all losses, costs, damages, and expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees.

Exhibitor Partners

- Global Experience Specialist (GES), 303.200.4300, www.ges.com
- Alliance, 888.528,2011, Submit an RFP at <https://alliance-exposition.com/nationwide-services/trade-show-exhibits-denver/>
- Freeman, 303.329.3442 www.freeman.com

Should the group have under 15 tabletop exhibits, standard tabletop exhibits are available through the hotel at \$100.00 per table, per day, and are subject to hotel inventory. All tabletops are covered with drop cloths (not skirting) and include 2 chairs and a wastepaper basket. In this instance, Hotel will maintain the cleanliness of the tabletop exhibit area. All booth fees are subject to prevailing state and local taxes, currently these equal 8%.

Exhibit Displays of 15 or more tabletops require the use of a drayage/exposition company.

EVENT ROOM SET UP & EQUIPMENT

With contracted event space, the final event room setup must be specified no later than 11:00 am, fourteen (14) days prior to the commencement of the function.

Any changes in setup after this final guarantee, will result in a re-set fee. Major changes requested within 48 hours of event AND/OR room set changes scheduled with less than 120 minutes will result in a reset fee and will be honored pending hotel approval. Fees are based on the total attendance, and labor required for the setup change requested, and start at \$1.00/sq. ft. Final charges will be reviewed by your Event Manager.

To ensure meetings are executed with sustainability measures front of mind, meeting rooms will be set as follows:

- Pads and pens will be provided upon request only and added to a station in the back of the meeting room
- Water will be placed upon request only.
 - One (1) Hydration station per 100 guests is included with your meeting room set.
 - Additional hydration station(s) are available for purchase and set where requested, but function best in public areas and meeting space foyers. Stations are refreshed as needed and charged accordingly
 - Bottles of water may be purchased for head tables and podiums

The hotel will provide, at no charge, a reasonable amount of in-house inventory of meeting room equipment i.e. chairs, tables, in-house linens, stage pieces, dance floor, lecterns, etc. This complimentary arrangement does not include special set-ups or a format that would exhaust our available in-house equipment to the point of having to rent an additional supply to accommodate your needs. If such is the case, we will present two alternatives: the rental cost to your group for additional equipment or the change of the set-ups to avoid extra rental.

Hotel Risers are 6'x8' pieces at 16", 24" or 32" high. Hotel dance floor pieces are 4' x 4' brown parquet wood style with gold edging strips.

Hotel table sizes are:

- 72" banquet rounds of 10 or 12

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- 6' x 18" School Room, 3 per 6'
- 6' x 30" for Conference or Hollow Square, 3 per 6'

Room sets must consist of all screens having at least a skirting across the bottom, carts and speaker stands being skirted, the front and side draping of all tech stations, the use of black extension cords and all cables should run parallel to walls wherever possible, and at perpendicular 90-degree angle to their resting points when needed. All cables must be taped with the appropriate colored gaffers tape to match the carpeting of the room.

All extension cords must be 12/3 gauge per the Denver Fire Code. All cords and wires must be taped down and covered safely. When it is necessary to run cords or cables in any area where personnel or guests may travel, including the service areas, the Hyatt Regency Denver requires that cable ramps be used to ensure safety. All exit doors that have cable across them must use cable ramps. All necessary cable ramps must be provided by the outside vendor or they can be rented from ENCORE for a daily rental fee.

For the consideration of other guests and/or attendees of the hotel, the Hyatt Regency Denver, retains 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. Such noise is to be determined by the hotel and its liaisons and includes but not limited to music for set-up/tear-down crews, offensive or profane speech or music at any time, excessive volume testing which interferes with other functions in proximity, etc.

FILMING OR MEDIA/RADIO ON PROPERTY

Written permission is required from the Hotel and/or Authority for any transmission for commercial use. Including means of radio, television, and audio recording for the use of podcasts or similar broadcasting. Written permission is also required for any filming conducted on property. Requests to conduct any filming or recording should be submitted to your Event Planning Manager or Event Sales Manager well in advance of the event start date. Upon written approval from the Hotel and/or Authority, the Hotel requires a Hyatt Filming Agreement to be completed prior to authorizing any filming. Filming in public spaces is not permitted without approval. Filming of hotel guests without consent is not permitted. In addition, hotel requests that you notify your Event Planning or Event Sales Manager if you expect any media or invite any media to cover any aspect of your event at the hotel.

FIREWATCH

Open flame devices is prohibited. Water-based haze machines are permitted with advanced notice and scheduled fire watch at \$150.00 per hour with a 4-hour minimum. In any confidential sessions, where hotel staff is not permitted, for safety purposes, fire watch is unavailable.

FOOD & BEVERAGE

All food and beverage arrangements must be made through the hotel. License restrictions require that only Hyatt-purchased food and beverage can be served on Hyatt property. Any food brought into the meeting space not provided by the hotel will incur additional fees assessed at the time of the violation.

The hotel reserves the right to close all bars for any infraction of applicable liquor laws, including but not limited to consumption by minors.

The hotel requests that all banquet menus and other details pertinent to your function be submitted to the Event Manager by 11:00 am fourteen (14) days prior to your event. Your Event Manager will be happy to custom design menus especially for your group, selecting the proper menu items and program arrangements to ensure a successful event.

In arranging for private functions, the final guaranteed attendance must be specified no later than 11:00 am, seven (7) working days prior to the commencement of the function. The number specified at that time will be considered the final guarantee, and all preparation and charges will be made accordingly.

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All Federal and local taxes and charges which may be imposed or applicable to this agreement and the services rendered by the hotel are in addition to the prices herein agreed upon and the Customer agrees to pay them separately. The hotel's current service charge is 25% and the hotel sales tax is 8%.

FOOD & BEVERAGE VENUE PRIVATE EVENTS

Private events in our food and beverage venues (including but not limited to: Former Saint Craft Kitchen + Bar, Peaks Lounge, and Assembly Hall) must be arranged through your Sales Manager or Event Manager. An established venue rental and food and beverage minimum is applicable and subject to availability.

Existing venue set and seating are to be utilized "as-is". No furniture can be removed from the venues and staging, dance floors, fog machine may be brought into the venue. Group is responsible to set up and tear down any additional décor or event enhancement brought in for the event.

In the event of a food and beverage venue full buyout, setup can commence one hour after the last published meal service.

GUEST ROOM HOSPITALITY EVENTS

Guest rooms and guest suites are the private domain of the registered occupant(s) for the time reserved, and those occupants are entitled to reasonable and normal use therein. In the event of planned group activities in the guest room areas, guests are required to obtain advance Hotel approval, and all group food and beverage services must be coordinated through and/or provided by Hotel services. Any event with alcohol will require a bartender to be scheduled and present during service. Should such group activities (not coordinated through Hotel) come to the Hotel's attention, Hotel will evaluate group activities for possible charges, and the client/group contact will be responsible for assistance in such situations.

Guest/Group is responsible for arranging access to hospitality suites for all invited guests. Elevator attendants are available to hire to assist with guest access to the Hospitality Suite at a rate of \$60.00 per hour, minimum of 4 hours. A guest list must be provided no later than 24 hours prior to the event with a full list of guests' names who are attending the event. Guests not on the authorized list will not be permitted access.

In order to keep our suite's furniture in excellent condition, we ask that no suite furniture be moved. The Hyatt Regency Denver has the right to place hospitality suites in the designated rooms due to the nature of the furnishings.

Events held in Hospitality Suites must end by 10:00pm, to insure the comfort and enjoyment of our Guests in the surrounding rooms. Occupancy and noise levels may be monitored by Hotel Security.

If there is a noise complaint made for a room registered to a guest that is part of an in-house group, our security team and front office team will involve a Security Manager or Manager on Duty who will collect the relevant information and go to the room in question.

Below are the maximum capacities for each Suite:

- Monarch Suite 75 guests
- Bristlecone Suite 40 guests
- Cottonwood Suite 20 guests
- Aspen Suite 25 guests
- Blue Spruce Suite 20 guests
- Pinyon Pine 10 guests

Updated 02.04.25

GUESTROOM KEY SPONSORSHIP & MARKETING

If you would like to produce your own logo guestroom keys, please contact your Event Sales or Event Planning Manager for information regarding the hotel's key card system. All charges to manufacture the Ving 1k Classic key cards are at the expense of the group and the hotel implements a \$2.00 per key fee for all keys supplied to the Hotel times the number of rooms reserved on peak night. This fee covers the integration prior to arrival, and removal / destruction of keys upon departure.

Custom keys are due to the hotel no later than 7-days prior to the first arrival. The Hotel must test a sample key prior to arrival of the group to make sure they are in working order.

We recommend ordering a quantity of 2 keys per room on peak night. Any multi-unit suites will require a key per unit (door). Keys will be distributed at the front desk registration to your convention attendees. Key cards will only be distributed at the front desk. Please allow 4-6 weeks for production.

HAZARDOUS MATERIALS

Group, and its sub licensees, are responsible for the proper care, handling, security, removal and disposal of all hazardous materials entered upon the Premises by the Group or its sub licensees, as required by current Environmental Protection Agency standards, or other applicable standards in effect at the time of occupancy. Upon request by the Hotel, Group shall provide proof of the method of transportation and disposal of the hazardous materials. Any costs associated with the transportation and the Group will pay disposal of materials left on the licensed Premises.

HEALTH CLUB / FITNESS CENTER

The hotel offers a complimentary 6,700 square feet Fitness Center. Features include Life Fitness weight equipment, Life Cycle® Exercise Bikes, Peloton Bikes, treadmills, free weights, changing facilities and sauna. The health club is located on the hotel's 5th floor. The Fitness Center is open 24 hours and is accessible with your guestroom key. A lap pool and hot tub are also available and will be open daily 4:00am-10:00pm.

INSURANCE & WAIVERS

All contractors hired by the group for labor and/or services are required to submit a certificate of insurance. Those companies would include but are not limited to: general contractors, production companies, staffing providers and décor companies.

Client shall carry and maintain comprehensive general liability insurance in a minimum amount of \$2,000,000 and name Hyatt Corporation and Denver Convention Center Hotel Authority, a Colorado nonprofit corporation as additional insured. This insurance will be primary and not contributory with any insurance by Hyatt.

See your Event Manager for a Certificate of Insurance sample.

INTERNET

Internet throughout the hotel is provided by Single Digits and is separated between the guestrooms and the meeting rooms

KOSHER/SPECIAL MEAL REQUEST

Should an attendee require a kosher or other special request meal for a particular event, we will be happy to accommodate the request. Prices per meal can be found below. A minimum twenty-one (21) day notice is required.

Breakfast	\$75.00++ per guest
Lunch	\$100.00++ per guest

Updated 02.04.25

Boxed Lunch \$75.00++ per guest
Reception \$125.00++ per guest
Dinner \$150.00++ per guest

**Prices subject to change*

LINENS

Banquet table linens are available through the hotel at no additional cost, within the hotel inventory. The hotel's standard tablecloth color is black. Additional colors may be requested based on availability. Banquet napkin colors are black, blue diamond, blue-gray, ivory, sage/ivory striped and tan/ivory striped napkins. Specialty linens can be arranged by your Event Sales or Event Planning contact.

LIQUOR LAWS

There are many Colorado laws that prohibit the sale, purchase and distribution of alcoholic beverages to anyone under 21 years of age. In order to prevent sales and/or service of alcoholic beverages to individuals under the age of 21, the licensee, agent, or employee has the right to refuse to sell or serve alcoholic beverage to anyone who is unable to produce adequate written proof of identity and age. Adequate proof of age and identity of an individual in Colorado is a document issued by a federal, state, county or municipal government including but not limited to a driver's license, Passport, Selective Service card or an Armed Services identification card.

It is unlawful for any person under 21 years of age to show or present false or fraudulent written identification other than his or her own to order, purchase, and attempt to purchase, receive, or serve alcoholic beverages.

It is the policy of the Hyatt Regency Denver not to allow our servers to accept alcohol as a gratuity.

It is a violation of our liquor license for any patron or guest of the Hyatt Regency Denver to consume liquor not purchased in our establishments. The licensee, agent or employee has the right to refuse to sell or serve alcoholic beverages to anyone who they feel may have already had enough to drink or may be under the influence of another substance.

The Hyatt Regency Denver does not allow any person or group to bring in liquor for use in banquet rooms, guest rooms or hospitality suites, without prior written consent from the Hyatt Regency Denver based on met guidelines for non-profit groups.

See your Event Sales or Event Planning Manager for additional local and state information.

LOAD IN/ LOAD OUT

Any loading in and loading out of equipment, products, or items must adhere to the hotel's loading guidelines and be coordinated through your Event Manager. Use of the guest elevators is not permitted at any time for freight and equipment movement. The large freight elevator may be reserved for load in/load out of equipment. Client is required to check in with Security upon arrival to receive directions for freight elevator usage and an elevator attendant will be required to operate the elevator. Security requires that one point of contact be named for the duration of load in/load out. There is a minimum of \$240.00 fee for 4 hours access, and an additional \$60.00 per hour thereafter for the elevator attendant. Final charge will be assessed based on actualized usage.

The freight elevator cannot be operated without a staffed attendant. When reserved, the attendant will be stationed on the ground floor at the start of their shift. Any damages made to the freight elevator from improper usage will be assessed and charged to the liable party.

The internal dimensions of the large freight elevator are 12' wide x 20' deep and 12' high. The large freight elevator door dimension is 12' x 12'. Freight load capacity is 12,000 pounds.

There is one (1) loading dock bay available for group usage. This bay can accommodate one 53' trailer. Loading bay to be reserved thru your Event Manager no later than 21-days in advance. Freight elevator and loading bay is not guaranteed.

Updated 02.04.25

Any request for freight elevator usage and loading bay received within 21-7 days are subject to availability and a surcharge of 50%. Within 6 days and/or while the group is onsite, all request will be accommodated based on staff availability and subject to overtime rate of \$100 per person with 4-hour minimum.

The loading dock is for loading only, and cannot be used for parking or equipment storage. Any vehicles parked for an extended period of time are subject to being towed.

Should group choose to reserve street parking meters, it is the group responsibility to obtain permits through the City of Denver: <https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Parking-Division/Street-Parking>. For additional information, please contact your Event Manager.

LOCKOUTS FOR MEETING ROOMS

For all meetings, it is highly recommended not to leave personal items in the meeting room during lunch breaks, or when the meeting room is unattended. The hotel is not responsible for the safekeeping of equipment, supplies, written materials, or any other valuable items left in function rooms or any part of the Hotel by the group.

The hotel will provide five (5) complimentary keys for one (1) office and one (1) storage space for our standard meeting rooms. Additional keys are available at \$5.00 per key.

Please advise the number of keys required for each office or meeting room at least seven (7) business days in advance. The client will be responsible for returning the keys after the program. A charge of \$5.00 per key will be applied for unreturned keys.

The Silver room does not have an electronic key access. To open or secure Silver, call the hotel security by dialing 4600. A staff member will be able to assist. A staff person from the Group is required to be present for hotel staff to unlock/lock doors. No key can be provided for this room.

LOST AND FOUND

Non-valuable items:

When an item is found in a guestroom or elsewhere in the hotel, it is turned into the Housekeeping Department and kept there for 30 days.

Valuable items (anything over \$50):

According to Colorado Law any item that is found in the hotel that is of value must be turned into the Security Department and kept there for 90 days.

Guests are responsible for shipping charges on all returned items.

Inquiries can be made regarding lost and found items 24 hours a day by calling 303-486-4600 or by visiting ilostmystuff.com and using Client ID #75834.

LUGGAGE STORAGE

Luggage Storage is available for all guests at our Bell Stand located in the Main Lobby next to the Front Desk. If you prefer, Guest Services can pick your luggage up from your room and store it for you by calling extension 52.

Guest Services can assist with dedicated group luggage storage and may be arranged through your Event Manager in meeting space. This service is exclusive to our Guest Services team. Group is prohibited to arrange own luggage storage in the meeting space. Pricing for this service is \$2.00 per piece of luggage with a 250 pieces minimum; for up to 6-hours service. Additional hour is available at \$60.00 per hour per attendant. This service will keep your group's luggage separate from the rest of the hotel in a specific room with your own personal bell attendant(s).

Updated 02.04.25

For groups requesting Group Portage, a charge of \$10.00 per person round-trip will be charged to the group's master bill, or \$5.00 one way is also available.

MARKETING & ADVERTISING

Promoting your event through marketing and advertising, including your event website, is a critical piece in the overall success of your event. The hotel can provide you with specific logos, photos, and hotel/area details to ensure you are representing the brand and the hotel accurately.

Click [HERE](#) for information about the area surrounding the hotel.

Neither group nor the hotel will use the name, trademark, logo, or other proprietary designation of the other party in any advertising or promotional materials without the prior written approval of such party. Please contact your Event Manager for approval.

MEETING ROOM TEMPERATURE

The standard meeting room temperature will be set at 72 degrees Fahrenheit, unless otherwise requested by the group. Please communicate any special requests regarding meeting room temperature to your Event Manager.

MENU PRICES

Menu prices will be guaranteed for the next 3 months from the date of the contract. For events scheduled more than 6 months from receipt, they are subject to change.

Custom menus can be requested through your Event Manager. The request must be submitted no later than thirty (30) days prior to your event. Custom menus do not fall under any contracted discounts.

MENU PLANNING

After your contract is returned to you and signed by the Hotel, your file will be forwarded to the Hotel's Event department. Six months prior based upon the receipt of the final Schedule of Events, the hotel will confirm all prices for food and beverage. Final prices cannot be furnished until the Schedule of Events is finalized. All changes and additions that substantively affect the conditions of this Agreement should be referred to the original Hyatt Sales Person. All other matters may be referred to the Hotel's Event Management Staff.

Average Food & Beverage Pricing for Catered Events:

- Breakfast \$42.00 - \$46.00++ Per Person
- Coffee Breaks \$130.00++ Per Gallon / \$25.00++ Per Person
- Lunch \$65.00 - \$85.00++ Per Person
- Dinner \$70.00 - \$130.00++ Per Person
- Reception \$45.00 - \$100.00++ Per Person

On all planned Buffet meal functions with less than 25 Guests served, the following pricing applies:

- Additional \$5.00 per person for Breakfast service
- Additional \$10.00 per person for Lunch service
- Additional \$15.00 per person for Dinner service

Pricing is based on 60 minutes of service.

Dietary / Allergy Restrictions

Updated 02.04.25

For attendees requesting special dietary, gluten free, vegan/vegetarian meals, Hyatt is happy to accommodate the request. Alternative menus are predetermined based on the group selected menu for the event. A minimum 14-day notice is required.

A current taxable 25% Service Charge and 8.0 % state sales tax shall be added to all food and beverage. Increase in guarantee and pop-up events will be assessed a per person fee above the selected menu price.

Received within 7-days \$5.00++, Received within 3-days \$10.00++, received on the same day of the event \$20.00++ contingent upon product availability.

*** All prices subject to change

MULTIPLE ENTREES

A maximum of two (2) entrees can be offered (vegetarian/vegan not included), the highest priced entrée will apply for both selections. Guarantee of attendance with the breakdown of each entrée to include dietary restriction selection is due two weeks (14 business days) prior to the event. The client must provide some form of identification for each guest such as marked place card or entrée selection ticket.

PALLET JACKS

Pallet Jacks are not permitted in guest elevators, public areas or unprotected carpeted areas. Group is responsible to supply their own pallet jack when needed to unload / load any materials on the loading dock.

PARKING

The Hyatt Regency Denver has limited parking available to our guests and patrons. In and out privileges are available to those who bill their parking charges to their guest room. Daily parking rates**, which are current at the time of this event, will apply. For comparison, current rates are as follows:

Self-Parking	0-1 hour	\$17.00	1-2 hours	\$23.00
	2-3 hours	\$29.00	3-4 hours	\$35.00
	4-5 hours	\$41.00	5+/Overnight	\$55.00

Valet Parking	0-2 hours	\$25.00	2-4 hours	\$35.00
	4-6 hours	\$45.00	6+/Overnight	\$67.00

Large Vehicle valet parking is \$77 per day

** Prices Subject to Change

The hotel does not have oversized vehicle parking available. Your Event Manager can provide various parking lots that offer oversized parking, as well as forms to block parking meters.

PIANOS

The Hyatt Regency Denver has two Baby Grand pianos, one on each meeting room level. These pianos are not guaranteed and based on availability. Hotel requires piano tuning for each usage/move prior to use. A \$350.00* tuning charge applies; fees subject to change. The hotel cannot lift pianos onto stages. To reserve a piano for your use, please contact your Event Sales or Event Planning Manager.

*Prices are subject to change

REGISTRATION COUNTERS

It is the responsibility of the Decorator to arrange electrical requirements for all Registration Counters. At no time will Registration Counters be allowed in the Hotel's main lobby. Registration Counters are permitted in locations with a carpeted surface only.

Updated 02.04.25

RESERVATIONS

If reservations are submitted by rooming list, the list must be submitted on the approved Hyatt rooming list template in the Hyatt Planner Portal (or can be provided by your Event Manager). Required information to include individual names, arrival/departure dates, billing instructions, email addresses, and any special accommodations requested on the template. All lists are due by noon on the cut-off date found in the contract and must be submitted thru the Hyatt Planner Portal (secured site).

If reservation requests are made through a housing bureau, a sample of the reservation form must be submitted to your Event Manager and Group Housing Coordinator for approval before printing.

In the event an individual guest does not have a major credit card at check-in, we require full payment of room and tax in advance, along with a refundable deposit for incidentals, \$75.00 for each night. For your convenience, the hotel accepts all major credit cards.

Unless otherwise stated in the contract, reservations can be canceled up to 72 hours before the arrival date to avoid a one-night fee plus applicable taxes. No-show reservations are subject to a charge of a one-night fee plus applicable taxes.

ROOM DELIVERIES

Guest room deliveries can be arranged directly through your Event Manager and are exclusive to Hotel's Guest Services department to handle.

The Guest Services department will make guestroom deliveries for all non-food and beverage items (i.e. gifts, flyers, newspapers, magazines, etc.). Under-door deliveries are not an option due to the smoke strip seal at the bottom of the guest room door. Please discuss the delivery of food and beverage amenities with your hotel contact. All group deliveries must receive prior approval from both the host convention and the hotel.

Current delivery charges are as follows:

- | | | |
|--------------------------|-------------------------|------------------------------|
| - Outside Door Delivery: | \$3.00 per generic item | \$4.00 per personalized item |
| - Inside Room Delivery: | \$4.00 per generic item | \$5.00 per personalized item |

Should Guest Services team be unable to access the guestroom due to a Do Not Disturb status, items will be returned to the Event Manager after multiple attempts.

SAFETY

Nearby Hospitals:

- Denver Health, 777 Bannock St, 303.436.6000
- Saint Joseph Hospital, 1375 E 19th Ave, 303-812-2000
- Kindred Hospital Denver, 1920 N High St, 303-320-5871
- Rose Medical, 4567 E 9th Ave, 303-320-2121

Walk-in/Non-Emergency Medical Facility:

- Denver Health Downtown Urgent Care, 1545 California St, 303-602-6500

Nearby Emergency Dental Facilities:

- 24 Hour Dentists, 1000 14th St. Suite 14, 720-305-4227
- Emergency Dentistry, 305 Park Ave W. Unit 309, 720-784-0422

Pharmacies:

- Walgreens, 801 16th St, Denver, CO 80202. 303.571.5314 (8:00 AM – 11:00 PM)
- CVS Pharmacy, 750 16th St, Denver, CO 80202. 303-534-1182
- CVS Pharmacy @ Target, 1600 California St, Ste 14, Denver, CO 80202

Updated 02.04.25

SCISSOR LIFT

Use of outside lifts is not permitted. All scissor lifts must be rented and operated through Encore AV. Reservations must be made at least 21 days prior to event to ensure availability.

At no time shall any lift be driven across/over the electrical floor plate covers or dance floors in the Ballrooms. Charges for damage incurred will be assessed to the vendor.

SECURITY

The hotel cannot be responsible for the safekeeping of equipment, displays, supplies, written materials, or other valuable items or items left in the meeting rooms, conference areas, public spaces, etc. by the group or its attendees. Accordingly, the group acknowledges that it will be financially responsible to provide security for any such above-mentioned items, and hereby assumes the responsibility of loss thereof.

Dedicated security staff for a group/events is required to be ordered through the Hotel at a rate of \$60.00 per hour, minimum of 4 hours. This will include any security attendant request for ID/Badge checks or overnight event room security needs. Off Duty Denver Police Officers are also available for hire through the Hotel at \$85.00 per hour, minimum of 4 hours. Should 8 or more officers be requested, an additional officer is required to supervise at \$95.00 per hour, minimum of 4 hours. Kindly be advised that officers receive compensation at a rate of one and a half times their standard pay for work undertaken during holidays.

Security details must be arranged through your event contact no later than 21 days prior to the event. Cancellation of these services require a 7-days' notice; cancellation made within 7-days of the event will be charged in full.

Third Party "armed" security companies are strictly prohibited. Active Duty military or law enforcement may be armed only when on official business. The General Manager and Security Department must be informed when active duty military or law enforcement are armed and carrying out official duties at the Hyatt Regency Denver.

Fire Watch personnel is available at \$150.00 per hour, minimum of 4 hours. One security attendant will remain in the event room where the fire watch is scheduled for and an engineer will be stationed in the fire control room during the scheduled fire watch time.

In-room safes that can hold a full-size laptop computer are in each guest room and should be used by guests to secure valuable items.

If you need emergency assistance, please call ext. 55.

SHIPPING AND RECEIVING / PACKAGE HANDLING

The hotel's receiving department is open Monday through Friday 6:00am-3:30pm. They will coordinate receipt and delivery of small packages to guest rooms and meeting rooms. Packages should not arrive more than 3 days prior to group's event start date. Shipments arriving more than 3 days prior may be refused or subject to an additional storage fee. Current package handling/delivery fees are \$30.00 per box, \$75.00 per rolling display/hard Cases and \$350.00 per pallet (each way). Any materials being sent to the resort must be marked as follows:

- Guest Name
- Return address
- Name of Group/Meeting associated with
- Date(s) of Meeting/Stay
- Meeting room name
- Hotel Group contact (Event Planning Manager)
- Name of person that will claim package
- Date of package claimer's arrival

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Hotel address:
Hyatt Regency Denver
650 15th Street
Denver, CO 80202

Outbound shipping being handled by FedEx can be coordinated through the FedEx Office business center located in the hotel lobby. UPS, USPS and FedEx shipping arrangements will be handled by the hotel's shipping department. All other courier pickups will need to be arranged by group.

All outbound shipping is subject to same charges as inbound packages.

All materials must be sealed and properly labeled. The appropriate shipping forms must be completed and attached to each box and/or pallet. Any remaining unlabeled boxes are considered trash and will be disposed of.

****We do NOT accept COD packages unless previously arranged without payment**

SMOKING

Hyatt Regency Denver is a non-smoking hotel. Absolutely no smoking is permitted on hotel property including loading dock, sidewalk adjacent to loading dock and service areas.

TAXES

Room rates are quoted exclusive of applicable state and local taxes (which are currently 15.75% City Occupancy Tax) or applicable service, or hotel-specific fees in effect at the hotel at the time of the meeting.

Food and beverage purchases within the hotel are subject to and 8% sales tax. All food and beverage purchases from the Events Department are subject to a 25% service charge. Service fees are subject to sales tax. **tax and service charge are listed at the current rate and are subject to change**

TAX-EXEMPT STATUS

In order for an organization to be considered tax-exempt, they must have a certificate of exemption from the State of Colorado or their home state, as well as a 501c3 for charitable organizations. All tax exemption forms supplied by the hotel must be completed and returned to the Event Sales or Planning Manager no later than 30-days prior to the event.

The hotel's finance department must confirm exempt status for a group or organization in advance. Tax exemptions for individual guests require very specific guidelines including: method of payment, location of organization, reason for exemption and appropriate documentation.

All taxes will be included on estimate and required to be collected, upon tax exemption approvals, taxes will be removed from final invoice post event.

TRANSPORTATION

Group or individual transportation for events in the area or to/from the airports can be arranged directly with our preferred vendor:

- Hermes Worldwide, 303.577.7600, reserve@hermesworldwide.com

Denver International Airport is located approximately 30 miles from Downtown Denver; we suggest that guests give themselves at least one-hour travel time.

The following additional transportation options are available:

Taxi Service

Uber/Lyft

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Train to the Plane, A Line (RTD)

Taxi Service:

- Yellow Cab, 303-777-7777, www.denveryellowcab.com
- Metro Taxi, 303-333-3333, www.metrotaxidenver.com
- Freedom Cabs, 303-444-4444, www.freedomcabs.com
- Mile High Pedicabs, 303-733-4222, www.milehighpedicabs.com

VEHICLE POLICY

Any vehicle being used in hotel function space must:

1. Have written approval from the hotel.
2. Have fuel tanks emptied and sealed with a locking cap or capped and taped closed.
3. Client provided 2A10BC type Fire Extinguisher near each vehicle.
4. Provide a drop cloth/plastic under the vehicle in case of any fluid leakage
5. Not block or obstruct any exit from the building.
6. Disconnect or remove battery from the vehicle.
7. Be pushed into position, not driven.
8. During vehicle load-in, a drop cloth or some kind of protection for the flooring must be placed under the vehicle to prevent tire mark damage on the carpet.
9. Provide a copy of the vehicle key to Hotel Security in case of emergency vehicle removal.
10. Complete Automobile Indemnification form and submit to the hotel convention or catering contact.

VENDOR PERSONNEL GUIDELINES

All vendors arriving to the hotel must first check in with Security at the Hotel Associate entrance located on Welton Street. At no point shall contracted vendors enter through the front entrance of the hotel to perform work on hotel property. A list of names for all vendor associates must be provided to your Event Manager no later than 24 hours prior to arrival. Anyone who is not on the provided list will not be issued admittance into the hotel.

For ease of identification while working in the back of house areas, contracted personnel must wear clothing that is clean and neat in appearance, preferably a company logo-style shirt or uniform.

Hotel Security will provide Visitor Badges for all vendors and their employees. For security purposes, Visitor Badges must be worn at all times. Badges are required to be in the back hallways. Anyone without a badge in an unauthorized area of the hotel will be asked to check in with Security to get their required preapproved authorization and badge. At no time is loitering permitted in the public areas of the hotel. Production/Decorator staff scheduled for work should report to the area as scheduled.

It is against state and federal laws to consume alcoholic beverages on property while under contract. This includes the purchase of any alcoholic beverages in hotel lounges or restaurants.

Vendors are not permitted to use public facilities; employee facilities must be used only. The hotel cafeteria is reserved for Hyatt associates only.

The Hyatt Regency Denver is a non-smoking hotel. Absolutely no smoking is allowed on hotel property including loading dock and service areas.

Personal vehicle parking is the responsibility of the individual. The hotel does not provide complimentary parking for vendors.

Liability: Contractor shall furnish Hyatt a Certificate of Insurance and Certificate of Workers Compensation Policy.

Certificate of Insurance - Must place on file with the Hyatt Regency Denver a certificate of insurance evidencing Comprehensive General Liability insurance with a minimum coverage amount of \$2,000,000. This certificate must show the following: "Hyatt Corporation, Denver Convention Center Hotel Authority, a Colorado nonprofit corporation and city and county of Denver, Colorado, a municipal corporation and their respective

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subsidiaries, affiliates, members, officers, directors, agents and employees (collectively "Hyatt") are named as additional insured under the above policies; such insurance shall be primary and not contributory with Hyatt's insurance." are named as additional insured under above policies. Such insurance shall be primary and not contributory with Hyatt Regency Denver insurance." Due 30 days prior to arrival.

Workers Comp - Must place on file with the Hyatt Regency Denver a certificate of worker's compensation policy to hold us harmless should an accident occur to one of their employees while on Hyatt Regency Denver property. Due 30 days prior to arrival.

VESTIBULE DOORS

The vestibule entrances are programmed to allow open access to the hotel from 6AM to 10PM with no key requirement, with the exception of the California Street vestibule doors which require key access 24/7. For the safety of all guests, all vestibule entrances require a key to enter from 10PM to 6AM.

Vestibule Entrances are below:

Welton Street:

Open access 6am – 10PM

Keyed access 10PM – 6AM

South Lobby Service Door:

Open access for 6am – 10PM

Keyed access 10PM – 6AM

North Lobby Service:

Open access for 6am – 10PM

Keyed access 10PM – 6AM

California Street:

Hotel key required 24/7

Assembly Hall and Former Saint:

Currently closed to guest access.

Updated 02.04.25