

LOAD IN-LOAD OUT REQUEST PRODUCTION

GROUP NAME:					
CONVENTION SERVICES MANAGER:					
Today's Date:		Production Company Name:			
Production Manager:		Telephone:		Cell:	
On Site Contact:		Telephone:		Cell:	
Meeting Room Name:				Contracted Dates:	

MOVE IN INFORMATION:

MOVE IN WALK THROUGH DATE/TIME		MOVE IN DAY:		START TIME:		END TIME:	
A Walk Through needs to be scheduled prior to the move in start time. Under no circumstances can a group begin the move in process without conducting a walk through of the contracted space with the Events Manager							
POLY-TAK SUPPLIED BY:		<input type="checkbox"/> Hotel		<input type="checkbox"/> Production Company			
If the hotel is to provide the POLY-TAK the following charges will be applied to the Group's Master Account							
POLY-TAK ROLL (4000 sq ft; 4' x 1000') \$500.00 Per Roll SERVICE FEE \$250.00 (Additional charges will apply after the 3 rd Roll)							

MOVE OUT INFORMATION:

MOVE OUT WALK THROUGH DATE/TIME		MOVE OUT DAY		START TIME:		END TIME:	
A final Walk Through with the Events Manager must be completed prior to Production Company leaving property							

PRODUCTION INFORMATION:

SHOW DATES:	DATE & TIME:		
TIME RIGGING IS SCHEDULED FOR SETUP AND TEARDOWN:	SETUP DATE & TIME:		STRIKE DATE & TIME:
TIME EDLEN IS SCHEDULED FOR SETUP AND TEARDOWN:	SETUP DATE & TIME:		STRIKE DATE & TIME:
TRUCK COMPANY NAME:	NUMBER & SIZE:		
* Dock hours are 7AM - 10PM. Deliveries outside of these times must be approved by Hotel. *			
RISERS SUPPLIED BY:	<input type="checkbox"/> Hotel <input type="checkbox"/> Other: _____		
ESTIMATED TIME FOR HOTEL TO DROP MAIN STAGE:	DATE & TIME:		
ESTIMATED TIME FOR HOTEL TO DROP TECH RISERS:	DATE & TIME:		
It is Company Policy and it is strictly enforced that risers are not to be stacked or placed on top of each other Per Orange County Fire Code, risers 30" and above may require railings to be attached on the sides and rear of the staging/risers depending on the maximum number of people that will be on the stage at any given time. The Hotel offers an inventory of 24" risers which can be used for staging not requiring the use of railings. * Please note that all the riser stairs are equipped with non removable Security Rails*			
ESTIMATED TIME FOR HOTEL TO SETUP ROOM:	DATE & TIME:		
ESTIMATED TIME FOR THE USE OF THE LIGHTING REMOTE:	DATE & TIME:		
Lighting remotes are available for production use at a fee of \$100.00 per day. An authorized production company representative must sign the Hotel's Lighting Remote Agreement prior to the remotes distribution.			
WILL THERE BE A NEED FOR A FIRE WATCH:	DATE & TIME:		
* Fire Watches for fog/haze machines are only permitted inside Gatlin, Panzacola and Sebastian Ballrooms – not in foyers, breakouts, Butler, Conway or Sandlake.			

The Production Company is required to provide Rosen Shingle Creek an Orange County approved digital CAD drawing of the production/stage requirements 14 days prior to the group's load-in date, as well as a Certificate of Insurance. Productions without CAD drawings and insurance provided to the Hotel will not be permitted to load-in.