



THE PALEY CENTER FOR MEDIA

Revised 6/21/17

GUIDELINES FOR EVENTS

Appendix A

The following guidelines have been developed for use by corporate and 501 (c)(3) charitable organizations or individuals sponsoring special events (the "Client") on the premises of The Paley Center for Media at 465 North Beverly Drive, Beverly Hills, CA 90210 (the "Paley Center").

General Information

1. Eligibility of Client. Charitable organizations, as well as corporate and individual Clients may enter into Agreements to use the Paley Center facilities for special events at the standard usage fees.
2. Availability. Paley Center facilities are available on Monday and Tuesday all day, Wednesday, Thursday, Friday, Saturday, and Sunday before 12:00 Noon, and after 5:00 P.M. Access to the Paley Center's facilities for set-up purposes will be available to Clients after 5:00 P.M. on the day of the event. Additional set-up arrangements should be discussed with the Paley Center's Special Events Coordinator prior to the event.
3. Fundraising. Paley Center policy prohibits fundraising onsite by the Client and, in connection with the event, the exchange or collection of money, checks or other funds on the Paley Center's premises by the Client is also prohibited.
4. Usage Fees. The Base Usage fee entitles the Client to four hours use of Paley Center space for the actual event. The Paley Center allows for set-up and strike time as designated in Paragraph 2. Events are booked on a 4-hour timeframe. Events exceeding the 4-hour window or requiring extensive set-ups will incur additional charges.

<u>Facilities</u>	<u>Base Usage fee</u>
Ahmanson Green Room	\$1,000
Bell Family Gallery	\$4,500
Bud Yorkin Balcony	\$850
Danny Thomas Lobby	\$2,500
Gary Marshall Pool/Walkway (outdoor press area)	\$850
Grant A. Tinker Boardroom	\$1,000
John H. Mitchell Theater	\$4,500
Roof Garden	\$5,000
Stanley E. Hubbard Gallery	\$4,000
Sheinberg Family Screening Room	\$1,000
<u>Combined Facilities</u>	
Entire Paley Center Facility (one day buyout)	\$25,000

Any combination of the Danny Thomas Lobby, John H. Mitchell Theater, Rooftop Garden or Stanley E. Hubbard Gallery will qualify for a \$1,000 multi-use discount.

Included in the rates above are the following: one Venue Event Manager, one Janitorial staff person, one Security staff person, two Visitor Services staff, two Technical Operators and two 70" monitors. The Paley Center's Special Events Department will determine the number of staff required for each event based on scope of the event and guest count.

Use of the Technical Control Room is included for the hours of the usage only. Should the Client request the Control Room for set-up or rehearsal during non-operational hours, the Client will be billed at the rate of \$150 per hour.

In the event that a Paley Center staff member is required to stay past 11:00 p.m. for set-up and rehearsal or report to the Paley Center prior to 7:00 a.m. for an event, the Client will be billed a \$275 hotel accommodation charge for each staff person required.

The Paley Center provides for a one-half hour grace period from the time the event is to have ended for the Client's guests and other invitees to leave the premises. Once a grace period has expired, the Client will be charged for an additional hour of overtime for each hour or portion thereof during which any of the Client's guests or invitees remain on the Paley Center's premises.

Audio Visual Packages:

Panel Discussion	\$1,000
Single Camera Recording	\$2,500
Full – 4 Camera Recording	\$4,500

A la carte staffing:

Program Director	\$960
Lighting Director	\$960
Gaffer	\$780
Additional AV staff	\$720 each person
Stage Manager	\$540
Utility Operator	\$540
Additional Security Guard	\$350
Additional Event Staff	\$250
Coat Check	\$100

Equipment (price each):

70" Monitor on rolling stand	\$200
50" Monitor on rolling stand	\$150
23" LCD monitor (used for stage projection confidence)	\$100
Additional ISO record (per hour)	\$100
Recorded file copying (per hour)	\$125
Press Box Mitchell Theater (6 analog outputs)	\$125

Adding AV to Bell Gallery or Roof Garden:

Audio Engineer	\$720
PA System	\$350
Includes mixing board and 2 powered speakers on stands	

5. Electrical Usage Surcharge. An electrical power usage fee of \$125 per hour will be charged should the client require any of the following:

- Direct hookup of the Client’s equipment to base building electrical panels.
- Plug in equipment including, but not limited to, production lighting and/or projection devices.

Clients will be allowed to supply their own power for equipment, utilizing portable power sources such as generators, etc., to be located outside the building, and are responsible for any permits, if required, by the City of Beverly Hills. Power cables leading from the temporary power source must be installed in a safe and appropriate configuration, to be approved by Paley Center’s Technical Manager.

6. Capacity. Subject to space considerations (traffic flow, tables, Paley Center exhibits, etc.), the maximum capacity for each Paley Center facility is as follows:

<u>Event Spaces</u>	<u>Banquet</u>	<u>Reception</u>	<u>Theater</u>	<u>Boardroom</u>
Ahmanson Green Room		40		
Bell Family Gallery	110	225		
Bud Yorkin Balcony		50		
Danny Thomas Lobby	50	75		
Grant A. Tinker Boardroom				20
John H. Mitchell Theater			150	
Rooftop Garden	160	250		
Sheinberg Screening Room			35	
Stanley E. Hubbard Gallery (East/West)	200	350		
Entire Paley Center Facility (including John H. Mitchell Theater)	520	900		

7. Catering. The Paley Center's exclusive caterers are Wolfgang Puck Catering, Someone’s in the Kitchen / 5 Star Kosher Catering and Très LA. Costs for catering and additional items are to be arranged by and billed directly to the Client by the vendor(s). Please see attached list of Paley Center preferred vendors for contact information.

Food and drink are permitted in the Ahmanson Green Room, Bell Family Gallery, Danny Thomas Lobby, Grant A. Tinker Boardroom, Rooftop Garden, Sheinberg Screening Room and Stanley E. Hubbard Gallery. No food or drink are permitted in the John H. Mitchell Theater except for bottled water.

8. Rentals. All tables, chairs and other rentals for the event must be rented from Town & Country Rentals directly or through the caterer. Client can bring in a design/production company to provide specialty furniture or signage for the event (must be approved beforehand by Paley Center Special Events Department).

9. Smoking. In accordance with California regulations, smoking is not permitted anywhere in the Paley Center facility.

10. Deliveries. As an accommodation, the Paley Center will accept deliveries in connection with special events during normal business hours (9:00 A.M. to 5:00 P.M. weekdays) but no earlier than twenty-four hours prior to the event. Materials delivered to the Paley Center prior to the event or left at the Paley Center for pick-up subsequent to the event must be clearly marked and instructions regarding such delivery or pick-up must be left with the Paley Center's Special Events Manager. The Paley Center will not be responsible for any of the Client's items left at the Paley Center.

11. Cleaning. The Client is responsible for all areas and facilities occupied by the Client, its guests, caterers and other vendors. Additionally, if the Event is held on a Saturday, a cleaning/maintenance fee will be added to the invoice to prepare for regular Paley Center guests on Sunday.

12. Decoration. The Paley Center will allow limited free-standing objects for decorative purposes such as trees, flowers, posters on easels, etc. No object may be hung from Paley Center walls or displayed in windows. Gallery exhibits may not be altered. However, the parties may discuss the possibility of an exhibit being removed for an event and re-installed on terms to be mutually agreed upon; provided that nothing herein shall require the Paley Center to do so. Paley Center shall have no responsibility, whatsoever for displays and/or decorations brought to the Paley Center by Client.

13. Access. The Paley Center requires that at least 4 feet of unobstructed aisle space is left next to all exits. Accordingly, stairwell doors or other areas of exit may not be blocked, and items should not be stored in stairwells.

14. Equipment. No equipment or materials shall be brought into the Paley Center in connection with a display or audio-visual screening without the prior consent of the Paley Center's Director of Technical Services.

15. Check-In Procedure - Hosts and Hostesses. Clients are responsible for providing hosts or hostesses to meet and greet guests as they arrive. The Client's hosts and hostesses should arrive one hour before the starting time of the event to prepare the check-in table and should stay throughout the event.

16. Press. If photography, press or other media coverage of the event (whether prior to, during or after the event) is desired, the Client must seek prior approval from the Paley Center's Manager of Public Relations and provide the Paley Center with a list of all press outlets following the event.

It should be noted that copyright and other proprietary rights in the Paley Center's Collection are not the property of the Paley Center. Accordingly, the filming, photographing, taping or copying in any way of any television or radio program included in the Paley Center's Collection, other than copying which has been specifically authorized by the Vice President and Curatorial Services, is absolutely forbidden.

17. Printed Materials. As stated in the Special Events Agreement, unless specifically approved in advance, the term "The Paley Center for Media" or any variant thereof may not be used by the Client in any literature, press release, invitation or other material utilized by the Client in connection with the Event, except for the purpose of identifying the location of the Event. All invitations and promotional materials stating the location of the event require prior approval The Paley Center, for content relating to The Paley Center.

18. Paley Center Shop. The Mary and Norman J. Pattiz Paley Center Shop, located off the Lobby, may be opened during Client's event (\$250.00 minimum charge) with the prior consent of the shop's management. These arrangements should be discussed with the Paley Center's Special Events Manager prior to the event.

19. Main Lobby Desk. The area behind the main Lobby desk is unavailable to catering personnel, renters and visitors for storage or any other purposes.

20. Wheelchair Access. The Paley Center conforms to ADA guidelines and is equipped with elevators for wheelchair access to all floors. In addition, there is space allotted for one wheelchair in the back of the John H. Mitchell Theater as well as in the center of the front row. Additional seats can be removed to accommodate additional wheelchairs provided the Special Events Coordinator is given 24 hours prior notice. The John H. Mitchell Theater is also equipped with a handicap/wheel chair lift.

21. Animals. The Paley Center does not allow pets or animals of any kind on the premises, except for service animals. If a permit is obtained by the City of Beverly Hills for exotic animals on the premises, then the animal(s) must be confined and a handler/trainer must accompany the animal(s) at all times.

Any questions with respect to planning of special events including publicity, invitations and gifts should be discussed with the Paley Center's Special Events Manager.

Event photos of The Paley Center can be seen at:
<http://www.flickr.com/photos/paleycenterla/sets>

The Paley Center for Media – Beverly Hills, CA

EXCLUSIVE VENDOR LIST

CATERERS

Wolfgang Puck Catering

Barbara Brass or Pamela Pimiento

O: 323.491.1251

Barbara.brass@wolfgangpuck.com

pamela.pimiento@wolfgangpuck.com

Someone's In The Kitchen

5 Star Kosher Catering

Jason Perel

O: 818.343.5151

jason@sitk.com

Très L.A.

Alan Dunn or Melissa Teigue

O: 323- 466-1835

alan@tresla.com

melissa@tresla.com

RENTAL COMPANY

Town & Country

Contact: Walter Borchert

Assistant: Corinna

P: 818-908-4211

walter@tacer.biz

corinna@tacer.biz

PREFERRED VENDOR LIST

HOTELS

Luxe Rodeo Drive

360 N. Beverly Drive

Beverly Hills, CA 90210

P: 310-273-0300

www.luxerodeo.com

BANNERS & SIGNAGE

AAA Flag and Banner

Attn: Heather

P: 310-836-3341