



EVENT PLAN SUMMARY

Live CHILL ENTERTAINMENT | UNIVERSALRINKS.COM

Client	West Hollywood, CA
Project Name	City of WeHo
Contact	Clavon Jubrey
Email	cjubrey@weho.org
Contact Number	(323) 848-6535
Mobile Number	(000) 000-0000
Event Date	Friday, August 9, 2024
Number of Days	3
Venue Address	647 N. San Vicente Blvd West Hollywood, California, 90069

OPERATIONS PLAN

DELIVERY

- Delivery times are estimates and may change.
- Client must be present to sign for delivery.
- The "Service Agreement" must be signed before or upon delivery for setup to begin.
- Equipment setup will not start if the Client refuses to sign or pay as per the agreement.
- Additional fees may apply if extra setup considerations are required.

PROJECT DETAILS

	DETAILS
Contract total:	\$10,999+\$2,500+350 (waiver of subrogation)
Deposit paid:	0
Balance due:	August 1st - \$5,499.50+\$2500.00 (OVERDUE)
Signed Agreement completed:	\$10,999+\$2,500+\$350
Layout/floor plan & design approval:	No

Insurance Requirements Completed:

Additional insurance Certificate

Letter of Subrogation

Contact Number. (Only while on site) (415) 716-6209

DELIVERY/LOGISTICS PLANNING

	DETAILS
Event Start Date and Time:	September 13, 8:00am Time TBC
Delivery date/time:	
Installation Date and Start time:	2400 sf
Describe event:	Roller
Rink size or venue area req'd:	2400 sq. ft.
Indoor/Outdoor location:	TBA
Skate inventory included:	85
Water/power/electrical access:	TBA
Training (date/time):	
Internet & connectivity:	
Strike date/time:	September 11, , 8:00AM
Vendor Pickup Time(s)	

Does this project include custom design and other Event Production services as provided by Chill Entertainment and Universal Rinks?

Yes

EVENT PRODUCTION

	DETAILS
Staging/sub-floor construction:	No
Custom design:	No
Lighting options:	Yes
Audio/visual equip:	Portable Music
Design/effects (incl photo ops):	Photo Area, TBA
Festival/Event Tents:	Branded Registration Tent & Table Cover

Does this project include guest services, entertainment and other Event Management services as provided by Chill Entertainment and Universal Rinks?

Yes

EVENT MANAGEMENT

	DETAILS
Event Operations times/schedule:	September 11th 4PM-9PM, September 12-13th 1PM-9PM
Guest services included (Y/N):	Yes; 2+2
Promo entertainment (DJ services):	4 hours/day Time TBD
Programming Schedule:	
Event mgmt, waiver registration:	TBD
Coordinate/schedule rehearsals:	
Opening/Closing Procedures:	
Contingency Plans (e.g., weather, technical issues)	
Safety protocols	Helmets, safety pads

On-Site Operations Contact Steve Frisken

Contact Number. (Only while on site) (415) 716-6209

Does this project include request for marketing solutions, consultation services, entertainment and other Promotional services as provided by Chill Entertainment?

No

PAYMENTS, CHANGES AND CANCELLATIONS

- A 5% surcharge applies to changes made after a reservation agreement.
- We are not liable for weather-related issues. Cancellations or delays must be in writing and confirmed before shipping, with rebooking possible within 8 months.
- Cancellations with less than 72 hours' notice are charged the full balance, and no refunds are given post-delivery.
- For returned, NSF, late, or delinquent payments, the Client will cover all bank fees, a 15% late charge, and legal fees if collection goes to court after 30 days.

Today's Date Wednesday, August 28, 2024

CES Contact Information:

Main phone - 623-242-9262

Sales & Marketing - events@chill-entertainment.com

Technical Issues - Steve Frisken, ops@chill-entertainment.com,

mobile 415-716-6209

Event Director - 623-242-9262

CSE COVID Recommendations:

Advanced sign in procedures, with online registration and digital waiver sign.

- Masks, face coverings to be worn by all participants.
- Reduced capacity to allow for adequate distancing among guests (1:144 sq ft).
- Optimum activity ratio is groups of 10, limited to 15-20 minutes per session.
- Pre-event screening procedures, including optional temperature checks.
- Increased equipment sanitation.
- Onsite hand sanitizing stations, and hand washing stations if available.
- Isolation area for patrons or staff who suddenly feel ill, or who test symptomatic.
- Ensure adequate screening of staff and volunteers, prior to their arrival onsite.

Disclaimer: The above recommendations serve to reinforce the importance of public safety, with the goal to limit the spread of COVID-19. While these suggestions are optional for Client hosting their own activities, should Client contract Company services to host their event, the above policies must be followed for the safety of both the guests and Company representatives.