

Conference Center Fire Code and Life Safety Guidelines

All Fire Code and Life Safety Regulations, as set forth by the City of Detroit Fire Marshall and the State of Michigan, must be observed by the Group during set up, event and tear down times.

All third party vendors including service contractors, florists, decorators and exhibitors are required to adhere to all local and state regulations as well as the terms set forth in the *Group Confirmation Agreement*.

All proposed floor plans must be submitted to the Conference and Catering Sales Manager [CCSM] fourteen (14) business days prior to the event. Final revisions must be submitted for approval (5) business days prior to event day. Floor plans should include as much detail as possible including all tables, chairs, carpeting, staging, audio visual and décor.

Floorplan and Décor approval are at the sole discretion of MotorCity Casino Hotel [MCCH]

Basic Diagram Guidelines.

- A 6' clearance of all doorways and exits.
- Stairways and aisles must remain clear of any obstructions.
- All aisles must be a minimum of 3' wide.
- All foyers and hallways must have a minimum of an 8' wide clearance.
- All EXIT signs but remain visible.
- All electrical and AV cords must be secured and covered with cord covers. If gaff tape is used, the entire cord must be covered. Covered cords cannot create an obstruction.
- Equipment, display easels or exhibit installations cannot interfere with ingress or egress to any emergency exit.
- Firefighting equipment, safety equipment, electrical panels, fire extinguishers, fire alarm/alert stations and hose connections cannot be blocked.

Additional Guidelines

THIRD PARTY VENDORS

Group must request in writing MCCH's approval for any third party to assist with the set up or execution of an event. Not later than three weeks prior to the event, the Group will provide MCCH with a list identifying the proposed vendors for MCCH's approval. The Group shall be responsible for any damage or liability caused by the vendors, in accordance with the indemnity provisions in the *Group Confirmation Agreement*.

SIGNAGE/DÉCOR

- Preliminary décor plans must be submitted no later than fourteen (14) business days prior to the event. All décor must be finalized by the Group and approved five (5) business days prior to event.
- Signage and banners must be approved in advance by MCCH. These signs and banners must be professionally produced and may only be hung or posted by the MCCH Engineering department (subject to charge).

- All decorations [including but not limited to] table linens, drapes, signs, banners, acoustical materials, cotton, hay, paper, straw, moss, split bamboo, wood chips and foam] must be flame retardant. A certificate from the manufacturer and/or letter from vendor outlining fire proofing treatments to décor must be provided no less than five (5) business days prior to the event.
- Oilcloth, tarpaper, nylon, plastic cloths, certain plastic materials and other materials that cannot be made flame retardant are prohibited.
- No helium filled balloons permitted in Sound Board Theater and Amnesia Night Club
- Any item suspended above occupants require safety cables and proper fastening holders. Approval from MCCH is required a minimum of five (5) business days prior to an event and must be documented on the submitted floor plan.

VEHICLES ON PROPERTY

All vehicles displayed at MCCH require a fourteen (14) business day notice and advance approval from MCCH. **Please inquire with your CCSM to receive the complete requirements as well as additional insurance and liability.**

Also please plan on the following or vehicles will be turned away:

- Less than 1/8 Tank of gas
- Lockable Gas Tank
- Battery Disconnected
- Keys for vehicles must be left with MCCH while vehicle is on site

All vehicles that will be driven indoors require a sixty (60) business day notification to MCCH in writing. If sufficient notice is received, MCCH will make the necessary arrangements to receive approval from the City of Detroit Fire Marshall.

TENTS

- Permission to install a tent on property must be requested in writing thirty (30) business days prior to the event.
- All Tents require **BOTH** a City of Detroit Fire Permit and City of Detroit Building Permit, which must be obtained by the Group or Tent Provider.
- It is the responsibility of the Group to provide a copy of all permits to MCCH no later than five (5) business days prior to the event.
- See your CCSM for additional insurance requirements.
- Securing a tent is only permitted by weighted down materials such as water barrels or concrete, and must be approved by the above City of Detroit Departments as well as MCCH.

PYROTECHNICS

Open Flame and Pyrotechnics of any type is prohibited.

LIVE ANIMALS

Live Animals, unless permitted under the American with Disabilities Act of 1990, are prohibited.