

ATTACHMENT 9

ROOFTOP EVENT INFORMATION AND

CODE ENFORCEMENT REPORT

VICEROY

L'ERMITAGE • BEVERLY HILLS

EVENT: TURKS & CAICOS TOURISM BOARD RECEPTION

EVENT DATE: MAY 24, 2016

EVENT TIME: 6:00PM-8:00PM

NUMBER OF GUESTS: 150

TYPE OF EVENT: RECEPTION

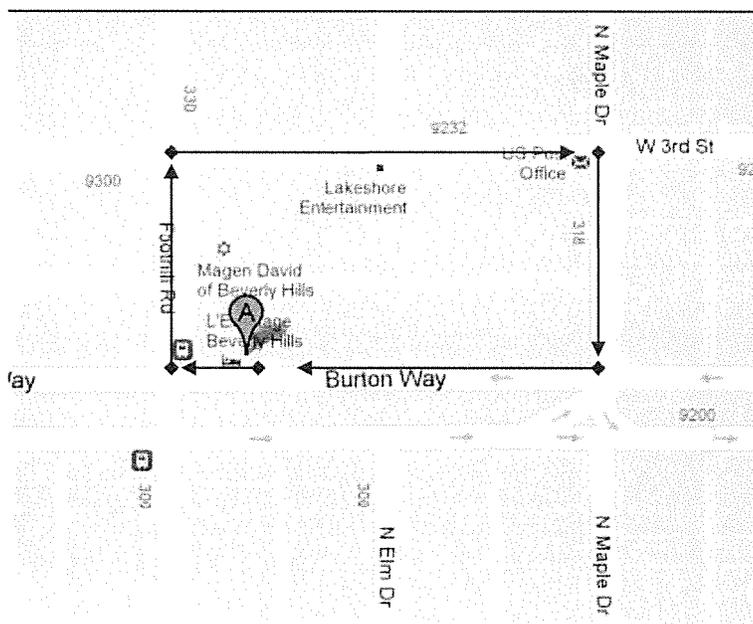
MUSIC PROGRAM: HOUSE CONTROLLED AMBIANT MUSIC, NO DJ OR LIVE MUSIC

**PARKING: VLBH EMPLOYEE PARKING AT WALLIS ANNENBERG, GUEST PARKING HOSTED,
(MANY GUESTS STAYING AT THE SLS)**

VENDOR INFORMATION: NO RENTAL EQUIPMENT OR VENDORS

FLOW OF TRAFFIC FROM VALET STAND TO PARKING GARAGE:

- VALET WILL COLLECT CAR AT VALET STAND (1 VALET ATTENDANT PER 7 EXPECTED CARS)
- VALET WILL PROCEED WEST ON BURTON WAY, TURNING NORTH ONTO FOOTHILL DRIVE, EAST ONTO 3RD STREET, SOUTH ONTO MAPLE, AND WEST ONTO BURTON WAY.
- THE ENTRANCE TO THE PARKING GARAGE WILL BE ON THE RIGHT HAND SIDE AS YOU APPROACH THE HOTEL.



Ryan Gohlich

From: Nicholas Rimedio <nicholas.rimedio@viceroymotelgroup.com>
Sent: Tuesday, May 24, 2016 8:25 AM
To: Ryan Gohlich
Subject: FW: Event Notification
Attachments: SOP VLBH Rooftop Events- Noise 5.11.16.pdf

Hello Ryan,

Please see the email below to which I emailed Matti and Mikael yesterday. I have highlighted our hotel contacts in red. Will you provide contact information for code enforcement?

I also want to discuss the process with you in which I set up the procedure for the hotel- please see attached. Let me know when we can discuss this morning.

Please be advised that we will host a reception event tomorrow night from 6:00 PM-8:00 PM on our rooftop. The hotel will be providing background music for the event, but there will be no DJ or live music. I am including some key notes below for your review:

- 1.) We are conducting sound tests this evening at 6:00 PM, 7:00 PM, and 8:00 PM to insure that we maintain the sound levels prescribed by the city. You are welcome to join us, please let me know if you wish to do so.
- 2.) We have scheduled a city official to monitor the event throughout its duration as defined in the current CUP.
- 3.) With the city official present, we shall monitor the sound tomorrow at one hour prior to the event (5:00 PM), and then at 6:00 PM, 7:00 PM, and 8:00 PM. We will record sound at the following corners:
 - a. Burton & Elm
 - b. Burton & Maple
 - c. Burton & Foothill
- 4.) We have scheduled security to be present at the entrance to insure an orderly guest departure and to minimize any potential disruptive impact.
- 5.) Hotel Contacts:
 - a. The catering event contact shall be Jennifer Bayless, copied here, who you may call directly at 310-228-7254 with any concerns.
 - b. The hotel manager on duty shall be Monica Hyatt, copied here, who you may call directly at 213-477-4933 with any concerns. Please note to contact Monica first with any concerns as she will be the one to directly follow up with you on behalf of the hotel.
 - c. You may call me directly as well at 831-233-8421.

Thank you!

With best regards,

Nicholas Rimedio | Hotel Manager

VICEROY L'ERMITAGE BEVERLY HILLS

T 310 278 3344 M 831 233 8421 F 310 278 8427

E nicholas.rimedio@viceroysandresorts.com

9291 Burton Way

Beverly Hills, CA 90210

VICEROY
L'ERMITAGE • BEVERLY HILLS

**Evening Rooftop Events-
Noise Controls & Event Information**

Effective:

May 11, 2016

TO: Catering Department & all hotel managers

PURPOSE

To ensure that all evening rooftop events are in accordance to City Conditional Use Permit, and that additional precautions are taken in regards to noise and guest departures.

Guidelines:

Contracts:

- All contracts to clients and event vendors will carry separate addendums describing the hotel's conditional use permit as it pertains to rooftop events.
 - No Amplified music past 9:00 PM.
 - Guests and vendors to exit by 10:00 PM.
 - Sound Tests to be conducted one (1) hour prior to event and in hourly intervals during event not to exceed decibel level recommended by city.
 - City Official to be retained to monitor events throughout scheduled time.
 - Hotel reserves the right to modify sound volumes in its sole discretion with no penalties incurred otherwise.

City Official:

- All rooftop events shall be scheduled in advance of no less than 48 hours with approved City Official to monitor and record observations.
- The Official shall monitor and record the following in an Event Log to be maintained at hotel with copies recorded to the city:
 - Review of Traffic and Parking Plan
 - Review the route of valets from point of guest arrival to parking in hotel garage
 - Confirm the number of valets present for event to be 1 attendant per 7 cars
 - Review stationed security guard plans for guest departure
 - Record Sound Tests One (1) Hour prior to event and in hourly intervals to monitor correct sound levels.
 - Confirm end time of music by 9:00 PM and departure of guests by 10:00 PM.
 - Monitor the exit of guests with minimal disruption to the neighborhood.

Sound Tests Prior to Event and Hourly Intervals During Event:

- Catering Department representative and City official to record sound levels on city approved sound measurement application on corner of Elm and Burton (south side), corner of Maple and Burton, and corner of Foothill and Burton.
- Sound Decibels shall be recorded one (1) hour prior to event and at each hourly interval and noted for each location.
- Any volumes that exceed decibel limits (outside of traffic) shall result in immediate decrease of sound by music controller.
 - First occurrence shall result in a final warning to music controller and host.
 - Second occurrence shall result in immediate elimination of music to be recorded by city official.

Neighborhood Notice of Events and Contact Information

- Catering Department representative shall contact Neighborhood List one (1) day prior with information regarding the time and music plan of each event.
- Hotel will commit to meeting neighbors on quarterly basis to solicit feedback and concerns.
- Catering Department representative shall provide Catering contact direct number for person overseeing event in addition to Hotel MOD contact number in the event of complaints.
- Any complaints communicated by neighbors shall be investigated by Hotel MOD and reported back to neighbor following conference with City Official.

Please reach out to the General Manager or Hotel Manager
for any questions or concerns. Thank you.

Ryan Gohlich

From: Terence May
Sent: Tuesday, May 24, 2016 8:57 PM
To: Ryan Gohlich
Cc: Nestor Otazu; Raj Patel
Subject: 05-24-2016 Observation Report - L'Emeritage (9291 Burton Way)

On May 24, 2016, approximately 5:00 p.m., I met w/ Nicholas Rimedio (Hotel Manager), Jennifer Bayless (Event Coordinator), and Monica Hyatt (Front Desk Manager) for L'ermitage located at 9291 Burton Way. The purpose of my visit to ensure the sound did not impact the adjacent properties and to ensure all other conditions of the Conditional Use Permit was adhered to. The event, Turks & Cacios Tourism Board Reception was located on the rooftop on the eastern portion of the property. At 5:31 p.m., I conducted a sound test while standing on the southern portion of the rooftop (on the east side), where the tent was located. I averaged the ambient to be 59 and while the music was playing the noise reading was 64 (difference of 5 decibels). I used sound meter 21614 to determine the decibel reading. The noise reading machine was last calibrated on 6/30/15. The next service date is 6/30/16. We then went to the western portion of the rooftop where the synthetic grass was located and I could not hear any music. I also went to the north/west side of the rooftop past the pool and I could not hear any music. An estimated of 150 guest arrived. Nicholas and I then conducted a noise test at very points in the neighborhood at ground level. The first location at 5:44 p.m., I took a sound reading at Maple and Burton Way (n/w corner) and I could not hear any music coming from the subject property. At 5:49 p.m., we then went to the s/w corner of Maple and Burton Way and I could not hear any music. We then went to Elm and Burton, again, I could not hear any music. At 5:52 p.m., I could not hear any music from the s/w corner of Foothill and Burton Way.

I conducted the second walkthrough in the neighborhood at 7:12 p.m. with the assistance of Monica Hyatt. I inspected the same intersection points and I did not hear any music.

Around 8 p.m., the event concluded and guest started to leave. I ensured the music was off and I monitored the front entrance as guests were leaving the property. Nicholas and I also inspected the rear of the property where he pointed out the delivery sign hours. No violations to report throughout the event. I left the hotel at 8:30 p.m. and responded back to City Hall to update my report. Returned sound meter and radio.

Ended shift at 9 p.m.

Terence May
Senior Code Enforcement Officer
Community Development Department
City of Beverly Hills
455 N. Rexford Drive
Beverly Hills, CA 90210
Direct:310.285.1186
Fax:310.273.0972
Email:tmay@beverlyhills.org