



ANAHEIM FIRE & RESCUE
Community Risk Reduction Division
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tradeshowsinspector@anaheim.net



MARRIOTT HOTEL EVENT SPECIFICATIONS & REQUIREMENTS

I. Ballroom Foyer

1. All items placed in the Ballroom Foyer that runs north and south shall be no more than 3 feet off the back wall (see attached diagram).
2. Items placed in the Platinum Lobby area shall be placed no more than 3 feet off the east wall between the illuminated exit signs **or** not more than 3 feet past the 2 columns across from the east wall (see attached diagram).

II. Grand Ballroom, Orange County Salons & Elite Rooms

1. Salons B, C, J & H are limited to 48 people.
2. Salons A, D, K, G, 1, 2, 3, 4 and Elite Rooms that have 50 or more people shall have a minimum of 2 exits. One located at the front and rear of the room. When a screen or stage is necessary, a 3 foot clear path shall be maintained to the rear exit door and an illuminated or self illuminating exit sign is required to be mounted high on the curtain line or screen when the existing exit sign is not visible from all seating areas. Exit paths shall remain clear and accessible and curtain shall be baffled or easy to exit through.
3. When Grand Ballroom E or F is used separately for theatre set, banquet rounds, classroom, or reception style, and the occupant load is 50 or more people, all exits shall remain clear and accessible. When a screen or stage is necessary, a 6 foot path shall be maintained to the rear exit doors and illuminated or self illuminating exit signs are required to be mounted high on the curtain line or screen when the existing exit signs are not visible from all seating areas. Curtain shall be baffled or easy to exit through.
4. When Grand Ballroom E & F is combined for theatre set, banquet rounds, classroom, or reception style and the occupant load is 50 or more people all exits shall remain clear and accessible. When a screen or stage is necessary, a 6 foot path shall be maintained to the rear exit doors and illuminated or self illuminating exit signs are required to be mounted high on the curtain line or screen when the existing exit signs are not visible from all seating areas. Curtain shall be baffled or easy to exit through.
Exception: *When the occupant load does not exceed 1400 people and there is absolutely no other alternative based on the room set, one set of exit doors and exit sign may be covered.*

III. Marquis Ballroom

1. When the South Ballroom is used separately for theatre set, banquet rounds, classroom or reception style, all exits shall be accessible and unobstructed. When a screen or stage is necessary, a 6 foot path shall be maintained to the rear exit doors and illuminated or self illuminating exit signs are required to be mounted high on the curtain line or screen when the existing exit signs are not visible from all seating areas. **Exception:** *When the occupant load does not exceed 1,011 people and when there is absolutely no other alternative based on the room set, one set of exit doors and exit sign located in the southwest corner of the room can be covered.*
2. When the Center Ballroom is used separately for theatre set, banquet rounds, classroom or reception style, all exits shall be accessible and unobstructed. When a screen or stage is necessary, a 6 foot path shall be maintained to the rear exit doors and illuminated or self illuminating exit signs are required to be mounted high on the curtain line or screen when the existing exit signs are not visible from all seating areas. **Exception:** *When the occupant load does not exceed 1,348 people and when there is absolutely no other alternative based on the room set, one set of exit doors and exit sign located on the west wall can be covered.*
3. When Northeast and Northwest Ballrooms are combined for theatre set, banquet rounds, classroom, or reception style, all exits shall be accessible and unobstructed. When a screen or stage is necessary, a 6 foot path shall be maintained to the rear exit doors and illuminated or self illuminating exit signs are required to be mounted high on the curtain line or screen when the existing exit signs are not visible from all seating areas. **Exception:** *When the occupant load does not exceed 1,156 people and when there is absolutely no other alternative based on the room set, one set of exit doors and exit sign located on the west wall can be covered.*

MARRIOTT HOTEL EVENT SPECIFICATIONS & REQUIREMENTS

IV. Platinum Ballroom

1. Platinum rooms 1, 2, 3, 4, 7, 8, 9 & 10 that have 50 or more people shall have both exits available inside the room. When a screen or stage is necessary, a 6 foot clear path shall be maintained to the second exit door and an illuminated or self illuminating exit sign is required to be mounted high on the curtain line or screen when the existing exit sign is not visible from all seating areas. Curtain shall be baffled or easy to exit through.
2. When Platinum 5 or 6 is used, all exits shall be accessible. When a screen or stage is necessary a 6 foot path shall be maintained to the rear exit doors and illuminated or self illuminating exit signs are required to be mounted high on the curtain line or screen if the existing exit sign is not visible from all seating areas. Exit paths shall remain clear and accessible and curtain shall be baffled or easy to exit through.
Exception: When a stage is placed against Platinum 1-4 or 7-8 air wall for theatre set, banquet, classroom or receptions and the occupant load does not exceed 1,000 people and when there is absolutely no other alternative based on the room set, one set of exit doors on the north wall and one set of exit doors on the south wall and exit signs located above can be covered.

V. General Information

1. All strobes, speakers, fire extinguishers, smoke detectors, fire signage and fire department equipment or connections shall not be concealed or obstructed by drape, hardwall, booths, column wraps or by any other manner.
2. Drape lines higher than 8 feet that lead to exits shall require self illuminating or illuminated exit signs that are tied into emergency power or have battery backup.
3. Candles for banquets and open flame devices including fire performers require a permit from Anaheim Fire & Rescue and are fee based. Pyrotechnics, special effects including Sparkular require a License from the California State Fire Marshal's Office and a Fireworks Permit from Anaheim Fire & Rescue. Please contact tradeshowinspector@anaheim.net for more information.
4. Banquet tables shall be divided from the tradeshow area by a 10 foot aisle. *Exception: Banquet tables placed within the tradeshow shall be curtained off by 3 foot high drape and provided with 3 foot exit openings unless otherwise approved by the fire department.*
5. Banquet tables shall be placed 54 inches apart, 36 inches from walls and a minimum of 6 feet from exits. Vertical and horizontal aisles may be required based on the number of tables. Tables shall not be placed in front of exit doors.
6. Fire rated doors shall not be propped open.
7. Commercial filming requires a Filming Permit from the City of Anaheim Public Works Department and notification to Anaheim Fire & Rescue. Stand-by staffing will be determined on a case by case basis.
8. California structural engineered stamped plans shall be submitted to the Anaheim Building Department for all bleacher stands.
9. Drapes, curtains, decorative material, registration counters, booths, tents or canopies, and hard-walls, etc., shall be flame-retardant. Proof shall be submitted to Anaheim Fire & Rescue. Items placed in the lobbies, including entrance units, shall be indicated on floor plans and approved by Anaheim Fire & Rescue.
10. All items shall be 18 inches below sprinkler heads and 2 feet below ceiling in non-sprinklered areas.
11. Breakaway stanchion may be used at show opening to facilitate mass ingress. Stanchions shall be placed a minimum of 15 feet away from exit doors. Stanchions shall be removed after mass ingress is complete.
12. Events are prohibited from being held in parking structures.
13. Floorplan submittal is required outside the approved standard set-up or when exit doors and exit signs are obstructed or not visible and drape higher than 8 feet is being used unless otherwise approved by Anaheim Fire & Rescue.
14. Furniture and chair covers shall meet fire rated TB (technical bulletin) 117 standards.
15. Power cables in aisles or exit paths shall be taped down or ramped to prevent trip hazards.
16. Poster boards placed down the middle of the Platinum 1 - 4 lobby are permitted with a 6 foot horizontal aisle located in front of Platinum 3 doors. Please see attached poster board diagram.

To Request this brochure in an alternative format, please call (714) 765-4040 or TTY (714) 765-5125. The City prohibits discrimination on the basis of race, color or national origin in programs, services and activities.

Ballroom Foyer

