

Vehicle Load In Details

Ballroom Access

All vehicles brought into the Imperial Ballroom must come through the freight elevator.

- Hyatt loading dock is raised (4 feet) so all vehicles/motorcycles must be brought in on a raised truck. We *do not* have a lift or ramp that vehicles can be driven up on.
- All vehicles brought into the hotel must have a very minimum amount of gas in it. Only enough gas to get it into the hotel and to the location it will be parked will be acceptable. Our Security/Engineering Teams will check this and if they find that too much gas is left in the vehicle they **may not** allow the vehicle to enter the hotel.
- The vehicle, including the wheels and undercarriage must be completely clean, dry and free from all dirt/debris.
- Keys are left with our Security/Engineering Teams who are at the hotel on a 24 hour basis.
- Engineering & Security will supervise the load in and load out of the vehicle - they will not operate the vehicle or drive it in/out of the building
- No vehicles are able to run while in the hotel, once it is parked the vehicle stays off until it is driven out of the building
- Some longer vehicles may have trouble getting from the dock to the freight elevator due to the slight angle that the vehicle comes in on. Double check with engineering & purchasing to ensure that the vehicle will not be too long
- The *only* door the vehicle can fit through to get into the ballroom is the Imperial 9/Corridor door
- You **MUST** make Engineering & Security & Banquets aware of the vehicle load in/out times ahead of time as Engineering & Security receive the vehicle.

For your information 5 ton trucks or flat deck tow trucks are *typically* at perfect & level height with our dock. A1 Towing is a local tow company that has the flat deck tow trucks.

Load in and Load out times must be arranged ahead of schedule with the Catering/CS Manager to ensure that the elevator and ballroom areas are free and clear for the vehicle to be loaded into the space.