Diplomat Beach Resort Guidelines

- All rigging at the Diplomat Beach Resort is the sole responsibility of PSAV. This includes social décor rigging. PSAV is most familiar with the hotel’s meeting and event rooms and are ready to handle all of your rigging requirements. Our hotel is equipped with permanent rigging points and sky hooks. As part of our comprehensive safety and risk management program our points are periodically load tested and inspected.

- PSAV is required to approve all rigging designs and provide the necessary rigging labor and equipment for load in and out for any equipment attached to the hotel’s rigging system. PSAV and/or the Diplomat Beach Resort reserves the right to deny access to the hang point systems.

- A scaled rigging plot (.dwg, or .vwx) must be submitted to PSAV 21 days prior to the scheduled load in for review. If this form is not received 14 days prior to load in, the following rigging fees may apply.
  - Between 20 – 14 days prior to labor rates will increase by $10/hr.
  - Between 14 - 7 days prior to labor rates will increase by an additional $20/hr.
  - Less than 7 days prior to labor rates will increase by an additional $30/hr.
  - Less than 72hrs we may not be able to service the event and double time labor rates will apply.

- Please use our quick and easy online form to schedule your event: https://www.psav.com/RiggingForm/

- Rigging plots must contain a list of flown equipment in addition to the completed rigging plot. Hang points must reflect the weights they will bear and must be on this document. Plot acceptance is dependent upon a comprehensive safety review, based on OSHA/ANSI compliance, industry standard, and manufacturer guidelines.

- A charge of $260 per event will be assessed for a comprehensive safety review by our Rigging Supervisor. This review will verify point load calculations, staffing needs, equipment needs and CAD support to provide feedback on the initial rigging plot. Additional CAD assistance is available if needed and can be provided for an additional charge.

- PSAV reserves the right to refuse any set up that exceeds weight limits, deemed unsafe or does not utilize existing hang points.

- If a rigging plot is received by our office that does not respect the hotel’s rigging regulations, the client has the option to redesign their event or have our office redesign the plot at a cost of $150 per hour five (5) hour minimum. It is highly suggested that all production companies conduct a site survey.

- Companies requiring rigging must use riggers appointed by PSAV. This includes social décor hung from the rigging points - there are no exceptions to this rule.

- A minimum of two riggers are required, with a minimum of 5 hours. You are required to reserve your riggers at least 14 working days prior to your event.

- Rigging labor costs:
  - Regular Time: $125/per hour (7am-5pm weekdays)
  - Over Time: $187.50/per hour (5pm-12am weekdays, Saturday)
  - Double Time: $250/per hour (12am-7am weekdays, Sunday, Holidays)
• Hanging from air-wall tracks is not permitted at the Diplomat Beach Resort.

• Under no circumstance may a person be suspended, walk or climb upon any point or suspended structure without additional certification and insurance and must have 45 days advanced notice for preparations.

• PSAV is the exclusive provider of truss, all chain hoists and rig kits used on property.

• Rigging equipment costs:
  - Motorized point: $226/per day
  - Non-motorized point: $71/per day
  - CAD Safety review: $260 per event
  - Scissor Lift: $380 load in/$380 load out/$380 daily rental
    - (Client may rent and sign a liability waiver or provide lift for their own use. PSAV riggers must use PSAV lifts.)
  - Truss: (This is a basic list, for all other sizes and needs, please contact your PSAV sales representative.)
    - 10’ – 12”x12”: $75/per day
    - 5’ – 12”x12”: $40/per day
    - 2’ – 12”x12”: $15/per day
    - 12”x12” 6 way corner block: $50/per day
    - 12”x12” truss base: $50/per day

• All flown instruments/decor must have a steel safety cable. Any instrument flown must be in a safe condition. All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged and U.S.A. made. All span-sets must be backed up with a steel safety. PSAV reserves the right to refuse any cables/hardware deemed unsafe. Any equipment on a tower, lighting tree or similar must also have safety cable back up. Any dynamic (moving) element requires an arrester device. PSAV approved riggers reserve the right to refuse any instrument/equipment deemed unsafe.

• Additional weight cannot be applied to flown equipment after PSAV riggers leave the room.

• For questions please contact the PSAV Sales Team at 954.602.8900 or at PSAVDIPLOMAT@psav.com.

**Poly-Tak**

• For the protection of all carpeted areas, Poly-Tak is required where road/equipment cases or where an electric motorized personnel lift enters the carpeted event space.

• If the outside company is not able to provide the Poly-Tak, it may be purchased directly from PSAV on site. The cost is $750.00 per roll and a two hour labor minimum for install at $110.00 per hour.

• Any Poly-Tak applied by an outside provider must be removed and disposed of by that provider. Failure to do so will result in a removal fee.

• Black or Gray Gaffers/Carpet Tape are the only colors permissible on carpeted surfaces.
Guest Room

- For the safety and security of Diplomat Beach Resort staff and guests only PSAV staff can provide AV service to guest rooms. Outside vendors are not permitted in guest room areas. PSAV has exclusive rights to handling any and all AV that goes into sleeping rooms or sleeping rooms converted to meeting space.

- Contractors are forbidden from entering any guest room areas or any back of the house areas other than the areas in which the contractors will be directly working in.

- Use of the guest elevators is forbidden at all times for movement of equipment.

Audio/House Sound System

- All internal house-sound systems are operated by PSAV at the Diplomat Beach Resort. Any company not contracting with PSAV for their audio requirements will be required to bring in their own external sound systems. Any company found using their equipment in the in-house sound system will be charged $1,000 per room per day of violation.

- If you would like to utilize the house sound system, the cost is $175 per room per day.

- Sound levels are to be appropriate for the contracted space and are not to interfere with activities of any other group. Please respect any request regarding sound levels you receive. The hotel reserves the right to terminate any event in case of inappropriate sound levels. Sound checks for rehearsals must be approved in advance.

- It is the responsibility of all companies entering the Diplomat Beach Resort to check any wireless frequencies being used by your company against those being used by PSAV. This should be done on a daily basis. Any cross-talk on wireless units will be considered the fault of the outside production company. The outside company will need to take those channels out of service.

- All outside events must adhere to sound ordinances designated by the City of Hollywood.