

The Broadmoor has selected J&S Audio Visual, Inc. as their preferred audio visual provider. J&S Audio Visual is committed to providing exceptional customer service, an extensive inventory of the latest production equipment, as well as a knowledgeable and experienced staff. Their ability to work as an integrated department of the hotel and their knowledge of the property will ensure the success of your event. Should you choose to select another company for audio visual services, please be advised that there are service and safety standards that must be followed.

**The following guidelines have been established as a commitment to the success of events and to protect the property and its guests:**

## I. OUTSIDE AUDIO VISUAL/PRODUCTION VENDORS

All groups using outside audio visual vendors will be assigned by the hotel an audio visual liaison to provide internal assistance. The liaison's primary function is to ensure that no damage to the physical structure, electrical system and house audio/lighting systems occur, and that the use of the loading dock and service areas complies with safety and security standards. The liaison will be required for the entire load in /set up and strike/load out processes and will be charged at an hourly rate of \$90 per hour with a 4 hour minimum (holiday and weekend/overtime rates apply).

All outside vendor employees must adhere to the dress and grooming policies of the hotel.

All outside staff must be identified by the company represented by logo shirts and/or name tags.

It is required that all wireless communication (UHF, VHF, IR, etc.) be coordinated with J&S Audio Visual prior to arrival to avoid conflicting frequencies.

Any equipment storage and security required will be the responsibility of the group and based on room availability.

It is requested that J&S Audio Visual receive complete production schedules and detailed room diagrams 14 days prior to load in.

## II. INSURANCE/LIABILITY REQUIREMENTS

A certificate of insurance naming BOTH J&S Audio Visual, Inc. and The Broadmoor is required 21 days prior to arrival. The certificate holds harmless the hotel, its employees, and guests due to operation and/or movement of all audio visual equipment brought in by the group. Minimum liability coverage of \$2,000,000 per occurrence must be stated. The group will be completely responsible for any damages caused by its outside vendors. Under no circumstances is the hotel or J&S Audio Visual, Inc. responsible for lost, damaged, or stolen equipment or supplies brought in by outside vendors and stored or left on property.

### III. BUILT IN/EXISTING EQUIPMENT AND SYSTEMS

Built in systems and equipment in meeting rooms are available at daily rental rates.

An audio patch fee of \$450 per room per day will be charged for the International Center, Rocky Ballroom, Colorado Hall, and West Ballroom for usage of existing audio systems.

An audio patch fee of \$120 per room per day will be charged at a rate of \$230 per day.

Existing meeting room projection screens will be charged at a rate of \$230 per day.

Existing meeting room LCD projectors and screens will be charged at a rate of \$700 per day.

A cancellation fee of 100% of the total equipment rental will be charged unless notified at least 72 hours prior to the event. **Cancellation for power, rigging, and labor must be submitted at least five days prior to the event to avoid charges.**

### IV. RIGGING AND POWER REQUIREMENTS

To ensure the safety of hotel guests, staff, and facilities, J&S Audio Visual, Inc. is responsible for all rigging at The Broadmoor. Rigging encompasses attaching hardware and equipment to ceilings. Included but not limited to fly systems, rigging hoists, trussing, lighting, video, audio and scenic equipment or banners. Please contact a J&S representative for detailed rigging procedures, pricing and requirements. (See Rigging Terms)

All power required in the hotel must be arranged in advance through the hotel Conference Manager. All power connections must be installed and removed by a house electrician and are subject to labor and usage fees. Please contact your Conference Manager for further instructions and details on power policies and requirements.

**Please sign below indicating acknowledgment of the Audio Visual Service Guidelines and return to a Hotel or J&S Audio Visual representative no later than 21 days prior to the event. Thank you and we look forward to being of service to you.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_