

# DIY PARTIES



## DIY Disco / PA Hire

Your complete info, setup and user guide  
to help you have the perfect party!



DIY Parties

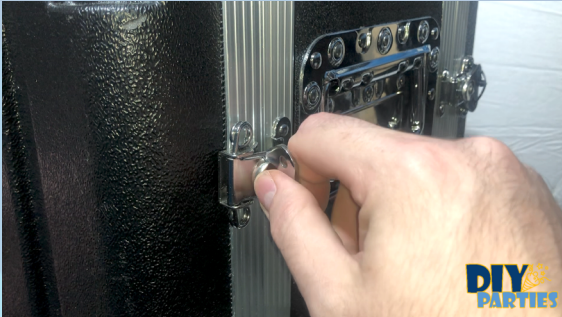
[www.diy-parties.co.uk/disco](http://www.diy-parties.co.uk/disco)



@diy.parties

# Setup Guide

We've created a video to show you how to set everything up, which you'll probably find easier to follow than this guide! You can view that at the QR code here:



Start off by placing the main rack in the middle of the setup area. Take the front lid off the case by flapping open the butterfly clips each side, and spinning them anticlockwise to release the clamp. You don't need to take the back lid off, so we've cable tied it shut to help you identify the front and back!

Inside this case you'll find the radio mic receiver & mixer, as well as lots of loose cables in the bottom which you can take out, ready to plug in. The first cable to connect is the one with a 13a plug on it (the 'normal' mains plug that all of your devices at home will have!), which will provide power to everything in the setup. This goes into the very right hand side port, next to the red switch, with the other end plugging into your venue's power supply.



Once the rack is in place, and you know you can reach a power supply, the best thing to do next is to set up the rest of the big pieces. Obviously you can lay out everything however you want - but this is how we'd recommend setting it all up!



# Setup Guide

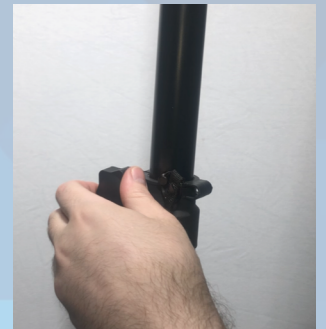


Start with the PartyBar lights which will go either side of the main rack. The stands for these are the thinner ones, which are supplied loose (the stands in the bag are the speaker stands). Set these up first by loosening the bottom thumbscrew to free up the legs. You can then open up the legs so they're nicely spread out like in the picture. Once you're happy with the legs, tighten the thumbscrew back up to secure it

all. You can then loosen the top thumbscrew and lift up the inner pole to a suitable height (just above head height is good!) - and then tighten back up to secure.



The light then just simply slots on the top of the stand, with another thumbscrew to hold it in position. These plug in with the single power cables, which can be plugged in to any of the central 4 ports on the front of the main rack. There's 2 of these lights, so placing one either side of the main rack works well!



The speakers will go on the outside of the above lights either side - start off with the speaker stands, which you'll find in a protective bag. These set up in exactly the same way as the PartyBar stands above, the only difference being that there's also a safety pin which needs to be put through the holes in the top section, to stop it being able to fall back down if the thumbscrew loosens. Again, we'd suggest aiming for just above head height with the speaker stands for the best sound.

Once the stand is up, you can place the speaker on top, with another thumbscrew on the bottom of the speaker to hold it in place. The cables for the speakers have 2 separate wires taped together, so that power and audio can both be carried without you needing to run 2 cables. Plug the power connector into the bottom of the speaker, with the audio cable plugging into the top socket labelled Input 1. Make sure to line up the pins with this top cable - a good trick is to look for the little arrow on the cable, and line this up with the metal button on the speaker. In the rack, these plug in to the 2 ports on the left and right, with an audio & power connector next to each other for each side.



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If you're using a smoke machine, this can also plug in to one of the spare power ports on the front of the rack. We'd suggest placing this on the floor in the centre - just be careful as it will be full of fluid, so don't tip it up too much! Operating the smoke machine is really simple - when the button is lit up, you can press it for smoke! Just make sure to check with your venue first that you're allowed to use smoke, as some have policies against it because of fire alarms etc - and only press the button when it's safe to do!

In the zip section on the lid of the rack, you'll find the 2 wireless microphones, which operate with a simple switch towards the bottom of the front. We'll charge up the batteries in these before your event, but would still



recommend turning them on and off as you need them, rather than leaving them on the whole time. The mics will work best when you're near the setup, so they've got the strongest signal - but we'd recommend never using them stood in front of the speakers, as you'll get feedback. They do take a couple of seconds from when you turn them on before you'll hear them through the speakers, so just keep this in mind and turn them on slightly before you start talking!



Also in the lid, you'll find adapters for Lightning and USB-C if your device needs those. You can plug your device into the 3.5mm minijack headphone cable which comes out of the top



left of the rack (using these adapters if needed). There's also a power adapter in the zip section which you can use to plug in your device to the main rack to charge it during the event, or there's a USB port on the front of the mixer which you can use for chargers too.



At this point, everything's plugged in, so go ahead and switch on your mains power supply, and the big red switch - and things should start to turn on! You'll see the devices in the rack light up, and the speakers & lights should boot up as well!

# Setup Guide



On the front of the main rack, you'll see the mixer has simple dials labelled with easy controls for the sound. There's ones for Music Volume and Mic Volume, with more next to these to adjust the High and Low EQ for each if needed (but you can probably leave these pointing straight up in most circumstances!). On the left of this is an input selector dial - if you're plugged into the cable

you'll want to have this on Input 1 - but you can also connect via bluetooth (it usually shows simply as BLUETOOTH on your device), and switch this input dial to Aux (5) - right the way round to the bottom - to hear the sound from bluetooth.

On the top unit in the rack, there's individual volume controls for each wireless microphone, but you can probably leave these pointing straight up too, and adjust with the main Mic Volume dial below.



You should be able to play some music at this point, and adjust volumes as required! The actual speakers also have a couple of volume controls - we'd suggest leaving most as you find them (pointing straight up), but you can adjust the main volume of everything with the top dial. We'd start with this at -15 and see how you go from there, but obviously adjust to suit your space (just remember to

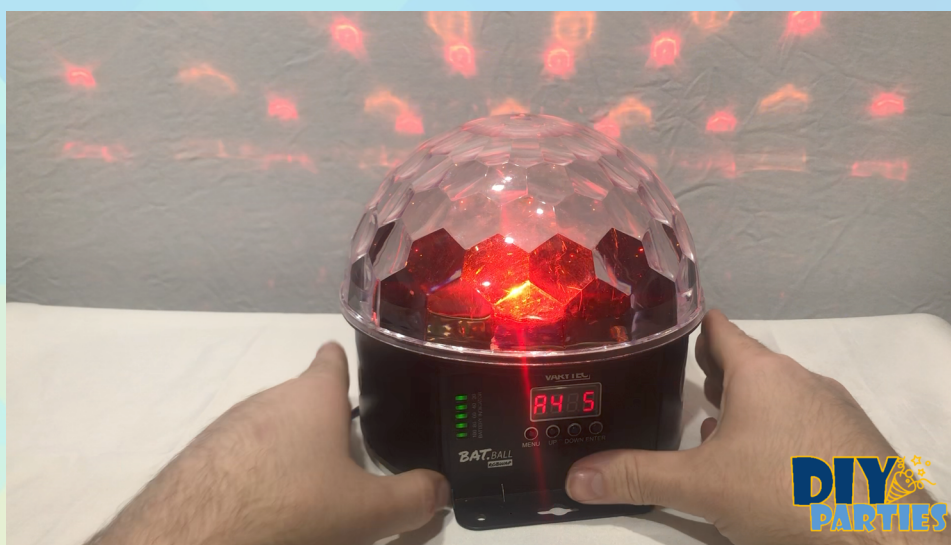


adjust both speakers so the sound is balanced!).

Make sure to set a volume for the microphones on the main mixer as well.

# Setup Guide

On the PartyBar lights, you can pick a nice setting using the buttons on the back. Our favourite is using UP/DOWN to select AP08, as this gives you lots of coloured lights at all times, and you can then point the lights around the dance floor / room to suit!



The Disco Domes can simply be placed near power sockets around your venue, though we'd recommend having at least a couple near the disco setup if you can. Again, once these are on, you can pick a setting you like on the back. Our favourite is pressing MENU until the left hand side says A4 - then UP/DOWN until the right hand side says 5 (so the screen

reads A4 5), as this gives a great mix of colours at a nice speed! These units throw light everywhere, so you can put them on the floor or on a table and they'll pretty much hit everything around them!

That's basically everything for the setup, so adjust as required and have fun! If you have any problems, there's some Top Tips and Troubleshooting on the next couple of pages. Enjoy!

# Top Tips

If your device doesn't have a standard 3.5mm minijack headphone port - you can still use a cable as long as you have a Lightning or USB C connector, as we provide adapters for both of these. You can also connect to our system by bluetooth, but a cable is always preferable where possible!

Choose your device for music carefully - you'll probably want to be able to take pictures and/or answer calls/texts etc during your event, so a phone isn't always the best option - but also if you need to use data etc sometimes it is the best option! Have a think about this ahead of time so you're fully prepared!

Make sure your device is fully charged (and connected to power if possible) so it doesn't run out of battery half way through the event! You don't want the music to suddenly stop!

Turn off notifications on the device you're using, so you don't get random noises coming through the sound system! If using a laptop or similar, make sure any updates are done ahead of time too - these things have a wonderful ability to need to update at the worst possible time!

Consider if you need Wi-Fi / Data to be able to play your music. Not every venue will have Wi-Fi, so it can be a good plan to download some songs if you can, even if just as a safety net!

Don't ever use the microphone stood near the speakers, but especially not directly in front of the speakers, as that will cause feedback (the high pitched whistle that we don't like to hear!). It's a good idea to stay close to the mixer, as you'll get the best signal there too.

Consider the music taste of everyone at the party, and make sure to include songs that everyone will like! You can also use a system like Festify (google it!) to allow them to add their own favourites to the playlist!

If you have young people at your event, it's usually a good idea to only play clean / radio edits of songs, so there's no language or themes which wouldn't be suitable. Most music players (e.g. Spotify) have options in settings to not allow explicit content to be played.



You can have a look at our example playlists by scanning the QR code here, or search Spotify for "DIY Parties" and look for our logo! We have a range of playlists including background music, classic floor fillers, party dances and newer party hits!

# Troubleshooting

## **No power to anything?**

*Check the venue's power supply is outputting power, and switched on. Check trip switches and anything else the venue may have in place. Try using another socket if available, or plugging something else into the original socket to identify where the problem is. There's a slim chance that the fuse in the plug or input switch could have blown, but the setup doesn't draw much power, so it's more likely to a problem with the supply.*

## **Lights not working?**

*Check for loose connections on the cables to make sure the lights have power, and if they are on, then simply adjust settings on the units to find a setting that's outputting as you'd like - we have suggestions for our favourites earlier in the guide.*

## **No sound coming out?**

*Check that the speakers are turned on, and all cables are secure.*

*Make sure your volume dials are all set as per the instructions, try adjusting these if you're having problems.*

*Try a microphone, as well as music, to see if the problem is occurring with just one source or both.*

**Microphones:** *Try both mics to see if one is working, check that the microphones are switched on and showing a display on their screens, and that the receiver volumes are both pointing straight up (the 2 dials on the top unit in the rack).*

**Music:** *Make sure the correct input source is selected on the left hand dial (input 1 for cable, aux [5] for bluetooth) & make sure your device's volume is turned up. Try a different device, or changing the input method (e.g. swapping to bluetooth) if you're still having no luck.*

## **Volume / Sound isn't right?**

*Adjust the master volume on the speakers as per setup instructions, and individual volumes on the mixer. If the music is playing but doesn't sound right - check all connections, or try using a different input method (e.g. swapping between cable and bluetooth).*

## **Another problem?**

*We provide links to the manufacturer's manuals for individual pieces of equipment at the QR code below, which have detailed troubleshooting for each specific item. If you still can't solve your issue with those, send us a message to 07936153214 and we'll get back as soon as we can. WhatsApp tends to be best, as we can't always get phone signal in lots of the venue we work in, but WiFi tends to be okay. Because of the nature of the times of events, we can't always guarantee that we'll be able to help immediately as we're often working on other events - but will always get back to you as soon as possible and help out wherever we can.*





# After The Event

To pack away, you essentially just have to undo all the steps you did to set it up!

Unplug all of the cables, and coil them nicely using the velcro cable ties. You'll need to press in the metal buttons on the audio cables on both the rack & speaker end to release them, but other than that everything can just unplug and be returned to it's case / bag!

With the stands, just remember that you don't need to totally remove the thumbscrews - simply loosen them enough to collapse the stand (once you've removed the speaker/light that's on top!).

Double check that the microphones are turned off before you return them to the lid section - and make sure the adapters go back in this section too.

When you put the lid back on the main rack case, just be careful to ensure that there's no cables trapped around the edges and everything's safely packed inside.

Make sure you count everything back in as per the list at the end of this printout, to be confident you're returning everything to us!

Tag us in your pictures on social media and we'd love to share! Our social links are all on our website at the QR code below - or just search for DIY Parties and look for our logo!



# Terms & Conditions

The following terms and conditions apply to all DIY Parties bookings - please read thoroughly before your event.

**BOOKINGS** - All bookings will be confirmed in writing (typically via email or social media messages). These emails form the contract between us, and all bookings are subject to the terms and conditions listed here. We guarantee to provide the services as confirmed in writing, to the best of our abilities and subject to any matters beyond our control preventing this.

**HIRED ITEMS** - We will ensure that all products are clean and in a good working condition, ready to use, when they leave us. All electrical items will be regularly PAT Tested. On delivery / collection / first use, you are responsible for making sure that everything looks as you'd expect - and must let us know at your earliest convenience if anything appears broken or missing, so that we can do our best to get replacement items to you quickly if possible (depending on the items hired & location of the event, we cannot guarantee this will be possible). If you do not notify us of items being damaged or missing on arrival, we'll assume that everything has arrived in a good condition. With the exception of consumables such as prizes & certificates in our Children's Party box, or items which have been bought from our store, all items are on hire from us, and remain our property at all times. Any insurance policies relating to the event and/or equipment hire must name DIY Parties as the owners. We'll always provide thorough user guides, but cannot accept responsibility for misuse or the lack of ability to use any equipment once in your care. We will attempt to answer any technical questions while you are setting up / using the equipment, but cannot guarantee an instant reply at all times. Any injuries / accidents caused while the equipment is in your care remain your responsibility, unless it is solely due to the mechanical failure of equipment supplied.

**PURCHASED ITEMS** - Where items are supplied as consumables / single use, or bought from our store - they are yours to keep. At the moment that they are collected from us or delivered to you, ownership transfers to you. All items will be supplied as described, in a completely new condition. Unused items can be returned in an unopened condition for a full refund, we cannot offer additional warranties or return periods for opened items as they are typically disposable and only suitable for one use.

**LIABILITY** - You are fully responsible for every item, including packing materials, while it is in your care. You must ensure that all items are used responsibly by guests at your party. You are liable for 100% of the repair/replacement costs if anything is damaged (beyond reasonable wear and tear) or goes missing while in your care. We can provide an estimate of the total value of your package on request, so you can decide if you wish to take out temporary insurance, or personally guarantee to cover these costs in the unlikely event that they should arise. In the event that items become damaged or missing during your care, you must inform us as soon as possible so we can work with you to discuss a solution. On return to us, if we find any items to be missing or damaged, you are liable to pay 100% of the repair/replacement costs. We are not liable for any costs or loss that you may incur as a result of using the equipment, or running the event.

**PAYMENT** - Payment in full is required within 7 days of an invoice being supplied. We don't typically ask for a deposit, so no payment in advance is needed. The invoice for the total amount will typically be sent on the day of your collection / delivery via email, but may be sent later (it will never be earlier). Any discounts offered will be removed if payment isn't made within 7 days, and we also reserve the right to add on interest daily at the standard rate for the time.

**CANCELLATION** - If you choose to cancel your booking more than 14 days ahead of time, no cancellation fee is payable. If you choose to cancel within 14 days, a cancellation fee of 50% will be payable, except in exceptional circumstances at our discretion.

**DELIVERY / COLLECTION** - Collection/return is from our premises at IP1 5EQ at a mutually agreed date/time. We will always have someone available at the time that has been agreed, but cannot guarantee to be able to arrange collection/return outside of this time. Where we are delivering the items to you (and/or setting up for you), we will arrive at the agreed location. date & time, but cannot be held liable for any delays caused by powers beyond our control.

**PERSONAL DATA** - We will keep all personal information confidential at all times, and not allow it to be disclosed in any part to any third party. We will take proper and all reasonable measures to ensure the confidentiality of all information, and not use the data for any purpose except for what is required to provide the service to you. We agree to respect your privacy and comply with the General Data Protection Regulations with regards to Personal Information.

# Package Contents

All items are counted out when we supply the package, please make sure that everything is returned exactly as per the quantities below, and advise us of any breakages or losses immediately.

Please refer to the printout of this page supplied with your hire for exact quantities supplied.

<b>Item(s)</b>	<b>Typical Quantity</b>	<b>Quantity Supplied (&amp; to be returned)</b>
Main Rack, inc Mixer, Microphone Receiver & Loose Items Below:	1	
Handheld Wireless Microphones (in main rack lid)	2	
USB C / Lightning headphone adapters (in main rack lid)	2	
IEC to 13a Socket Power Adapter (in main rack lid)	1	
13a IEC 10m Main Rack Power Cable (in main rack)	1	
Combi IEC/XLR Cables for Speakers (in main rack)	2	
IEC Cables for PartyBar Lights (in main rack)	2	
1000w Active Speakers	2	
Speaker Stand	2	
PartyBar Lights	2	
PartyBar Stands	2	
Disco Dome Lights + Power Cables	4	
Chauvet Smoke Machine + Power Cable	1	