



# Booking Agreement: Everything you need to know about putting on an event at DIY Space For London

Updated 24th October 2017

**Events can take place between the following hours at DSFL:**

**Mon – Thurs: 12pm – 11pm**

**Fri & Sat: 12pm – 11pm**

**Sun: 12pm – 11pm**

We have a members club license to enable us to serve alcohol between 6 – 11pm daily and live music anytime until 11pm.

- Bar opens at 6pm, no alcohol can be served before 6pm.

- DIY Space For London is open to all ages. Children under 12 must wear ear defenders and any persons under 18 must be signed in and accompanied by a responsible adult member.

Within the building, we currently have one in-house concession:

**TOME Records (record shop)** is open for business Weds – Sun, 12 – 7pm

We have vegan bar snacks, tea and coffee available. You're welcome to bring in your own food or we have catering contacts that have experience of operating at DSFL who are keen to cater at busy events. Contact us at [bookings@diyspaceforlondon.org](mailto:bookings@diyspaceforlondon.org) for a list of contacts.

### **How costs are worked out:**

- "Gear use" is a mandatory contribution to an upkeep fund of our microphones, backline & PA. It is fixed at £15. If your event makes use of our soundsystem or equipment in any way, you will need to cover this.
- "Expenses" means a £20 contribution towards travel for members to enable come from around London and staff your event on a voluntary basis. We charge this only on evening events.
- Our experienced soundworkers are paid by promoters to run your sound effectively and contribute towards stage management during an event. They are also often supported by soundworker trainees who they are skillsharing with. They ask for £60 for an event running 6pm-11pm, or £90 if beginning before 6pm or ending after 11pm. This needs to be paid directly in cash to your soundworker on the night or via BACS by arrangement with them. Any tech details around sound including payment questions should be arranged directly in advance via [soundworkers@diyspaceforlondon.org](mailto:soundworkers@diyspaceforlondon.org)

**YOU MUST INCLUDE THESE WORDS ON ANY FLYERS, POSTERS OR FACEBOOK EVENTS IN A LEGIBLE FONT SIZE, THIS IS A CONDITION OF OUR LICENSE:**

***"Open to members and their guests only. Join at  
diyspaceforlondon.org."***

## YOUR COSTS

Type of event	Minimum use fee (we will <i>always</i> accept a further donation!)	Breakdown
<p>Live music-based evening event</p> <p>(between 6 -11pm)</p> <p>e.g gig or performance, any event requiring use of our PA system.</p>	<p><b>Sun - Thurs</b></p> <p><b>evenings:</b></p> <p><b>£125</b></p>	<p><u>DSFL Costs</u></p> <p>Hire fee: £30</p> <p>Expenses: £20</p> <p>Gear use £15</p> <p>= £65</p> <p><u>Soundworker</u></p>

	<p><b>Fri, Sat or Bank Holiday evenings:</b></p> <p><b>£145</b></p>	<p>= £60 (You pay direct)</p> <p><u>DSFL Costs</u>  Hire fee: £50  Expenses: £20  Gear use £15  = £85</p> <p><u>Soundworker</u>  £60 (You pay direct)</p>
<p>Live music-based daytime event (12 - 6pm)</p> <p>e.g matinee gig or daytime performance</p>	<p><b>Sat, Sun &amp; Bank Holiday</b></p> <p><b>daytime: £125</b></p>	<p><u>DSFL Costs</u>  Hire fee: £50  Gear use: £15  = £65</p> <p><u>Soundworker</u>  £60 (You pay direct)</p>
<p>'All-dayer'</p> <p>e.g event or gig using with music when doors are before 6pm, that goes on into evening. It can start as early as 12pm but must</p>	<p><b>Sat, Sun &amp; Bank Holidays:</b></p> <p><b>£205</b></p>	<p><u>DSFL Costs</u>  Hire fee: £80  Expenses: £20  Gear use £15  = £115</p>

<p>still be finished by 11pm.</p>	<p>Separate tickets = Separate event hire. E.g. One daytime event + one evening event with separate tickets on same day: £145+£125 = £270.</p>	<p><b><u>Soundworker all day</u></b> <b>£90 (You pay direct)</b></p>
<p><b>Non-music based daytime event (12 - 6pm)</b></p> <p>e.g record fair, talk, screening, workshop, skills session</p> <p>Film events can only be between 4pm-10pm</p>	<p><b>Mon – Fri :</b></p> <p><b>£30</b></p> <p><b>Sat and Sun :</b></p> <p><b>£50</b></p>	<p>This event does not need to have a bar (as is pre alcohol serving hours) but we can see if we can find a volunteer to serve coffee, tea and soft drinks upon request.</p>
<p><b>Non-music based all day or evening event <i>with bar post 6pm</i></b></p> <p><b>(6 - 11pm)</b></p> <p>e.g record fair, talk, screening, workshop.</p>	<p><b>Sun – Thurs :</b></p> <p><b>£50</b></p> <p><b>Fri or Sat :</b></p> <p><b>£120</b></p>	

		Summary
<b>General Info</b>	<p>DIY Space for London is a members club. You must be a member to put on any event or gig. Please give us your membership number upon asking for a booking. We want all members to feel part of the space! We're a bit different to a normal venue, though, as there are no 'staff' or 'managers', just volunteers working together, so when you're running your gig, you are directly responsible for what happens.</p>	<p><b>Join up at <a href="http://diyspaceforlondon.org">diyspaceforlondon.org</a>.</b></p> <p><b>It costs £2, takes 48 hours to take effect.</b></p> <p><b>Ticketing for your event is down to you - we can recommend ticketing websites if you would like to sell tickets in advance.</b></p>
<b>People Power</b>	<p>It's a big space so we suggest you have you plus a minimum of two friends to help run any gig or event, for jobs like liaising with bands and sound-person, door money, and clean-up (including mopping.)</p> <p>Friends can help you with the door, tidying up etc but if they'd like to volunteer on the bar or membership desk ask them to email <a href="mailto:volunteer@diyspaceforlondon.org">volunteer@diyspaceforlondon.org</a></p>	<p><b>If you're flying solo, you will need to recruit some backup to help you run your gig, it's too much for one person to do.</b></p>
<b>Capacity</b>	<p>Our event room capacity is 160, if you are doing a ticketed event please only sell this amount of tickets. SIA and membership desk volunteers on the night will also help manage capacity (according to those signed in and checking busyness) and can work with you to work out when your event is sold out.</p> <p>We support the practice of free tickets for support workers, personal assistants or carers. Allow for up to five free spaces for carers, support workers or personal assistants. For more on this or to ask any questions please email <a href="mailto:access@diyspaceforlondon.org">access@diyspaceforlondon.org</a></p>	
<b>The Bar</b>	Our affordable members bar is run a committee of	<b>We have a fully licensed bar run by</b>

	<p><b>unpaid</b> volunteers.</p> <p>If you are interested in buying band drinks (you are not able to bring your own drinks in for bands) or setting up a tab contact <a href="mailto:bar@diyspaceforlondon.org">bar@diyspaceforlondon.org</a> or speak to the bar lead on the night.</p>	<p>volunteers and £20 of your hire fee covers their travel expenses.</p> <p><b>*WE OPERATE CHALLENGE 25 PLEASE TELL EVERYONE TO BRING ID*</b></p> <p>If you are aware of any guests under 18 they are very welcome as long as they are signed in and looked after by an adult member but please also do report to the SIA or bar volunteers to help them be aware.</p>
<p><b>Tech Spec</b></p>	<p><b>Full tech spec can be sent by the Soundworkers Collective:</b></p> <p>Email soundworkers@diyspaceforlondon.org</p>	<p>Only soundworkers part of the DSFL soundworkers collective and gone through the relevant training steps are able to work at DSFL and look after our equipment. External soundworkers (for example if they are on tour with a band) are welcome to come support and inform our in house soundworker.</p> <p>If you would like to find out if one of our Soundworkers may be able to waive their fee if your event is a benefit or fundraiser, please contact <a href="mailto:soundworkers@diyspaceforlondon.org">soundworkers@diyspaceforlondon.org</a></p>
<p><b>The Gear</b></p>	<p>You can use the in-house backline</p> <p>Backline is subject to change and you should always ask if you need to use it but currently (October 2017) includes:</p> <ul style="list-style-type: none"> <li>- 3 piece drum kit (no snare cymbals or kick pedal)</li> <li>- 1 x guitar combo</li> <li>- 1 x bass head and cab</li> <li>- 1 x guitar head and cab</li> </ul> <p>DJ Gear:</p> <p>1 x Numark m6 4 Channel mixer</p>	<p>£15 from your hire fee covers wear and tear. We reserve the right to enter into discussion around further repair costs if any in house gear is subject to unusually severe damage in your event.</p> <p>We have in-house gear, but do encourage bands to bring their own guitar and bass heads wherever possible. We do not provide drum breakables (snare, kick, cymbals).</p>

	<p>2 x Numark CDJs  2 x Numark USB TTs (BYO stylus)  (No USB input)</p> <p><b>£15</b> from your hire fee contributes to wear and tear when any of the above or the PA is used, even if your headliners are bringing full backline.</p>	
<b>The Hire</b>	<p>As a DIY non-commercial venue in one of the most expensive cities in the world, we do not have any backers or corporate investors, and we have tried to be as transparent as possible about where your money goes. Running costs are over £4000 per month. If our hire costs are not workable for you, or your event is a benefit or fundraiser, let's talk about how we can help!! If it isn't, and you end up with surplus money after paying your expenses and bands, we really hope you can consider donating more towards the space to help it continue to grow!</p>	<p><b>During the pre-gig briefing with all the volunteer workers on the night, you'll be reminded of costs and your responsibilities on the night, and introduced to everyone else who is volunteering their time so you know who to go to if you need help with anything at all.</b></p> <p><b>You'll be shown fire exits, the toilets and where to find cleaning equipment.</b></p>
<b>Cleaning</b>	<p>You are fully responsible for cleaning up: - check toilets, mop the events space and empty rubbish bags into our outdoor bin at the end. Ask for extra cleaning products if necessary.</p>	<p><b>Leave time to mop the space and ask at the bar for the cleaning gear.</b></p> <p><b>If you leave the space unclean or messy this directly effects the member who has booked the space after you, don't let someone doing yoga stretch into a puddle of beer!</b></p>
<b>Curfew</b>	<p>Unless otherwise stated (e.g. Temporary Events Notices) <b>live music must be done by 11pm every day.</b> You will be responsible for running every aspect of your gig and making sure all bands or performers have time for their set. This includes making sure set times all work.</p>	<p><b>Communicate with band re: curfew EARLY and OFTEN so their sets are not cut short.</b></p>
<b>Members Club</b>	<p>This is how our license works and is very important. Shows are not technically open to "the public" only to members and their guests. Members (open to 18+) can have unlimited number of guests of any age who they are responsible for, and very young people must be supervised.</p> <p>You can join online, membership takes 48 hours to</p>	<p><b>Encourage your attendees to join up, either 48 hours in advance or on the night.</b></p> <p><b>Joining is easy, go to <a href="http://www.diyspaceforlondon.org/join">www.diyspaceforlondon.org/join</a></b></p> <p><b>Members can have unlimited number of guests but are responsible for them.</b></p>

	process and you can pick up your card from the membership desk when they arrive for an event.	<b>See below about how to communicate this.</b>
<b>Promotion</b>	<p>Any kind of promotion you undertake (we recommend physical paper flyers and posters as well as online!) MUST include one of these two exact phrases exactly as written below, and it must be clear and readable (i.e font size not too small.) Anything that deviates from this can be used as evidence that we are not following our license and lead to us being shut down, so take this on board:</p> <p><b><i>“Open to members and their guests only. Join at <a href="http://diyspaceforlondon.org">diyspaceforlondon.org</a>.”</i></b></p> <p><b><i>Longer version:</i></b></p> <p><b><i>“This is a member’s club. Open to members and their guests only. Membership costs £2 and takes 48 hours to take effect. Join and pay at <a href="http://diyspaceforlondon.org">diyspaceforlondon.org</a>”</i></b></p>	<p><b>Words YOU MUST include on your poster or flyer:</b></p> <p><b><i>“Open to members and their guests only. Join at <a href="http://diyspaceforlondon.org">diyspaceforlondon.org</a>.”</i></b></p> <p><b>VERY IMPORTANT. This is not optional and should also go on Facebook, Songkick and anywhere you are selling tickets. Please do not charge for membership on top of your ticket fee, as it can only be done via <a href="http://www.diyspaceforlondon.org/join">www.diyspaceforlondon.org/join</a></b></p>
<b>Cancellation</b>	<p>We do not currently ask for a deposit but ask that you let us know in advance if your event is not coming together. We can always reschedule!</p> <p>If you cancel your event less than 2 weeks from the date, we will ask you to pay half of the hire fee as we are unlikely to be able to fill this date otherwise. Until you have paid this fee you will not be able to book another event.</p> <p>Bookings are programmed by a collective of club members, we reserve the right to enter into discussions with you regarding the content of any event.</p>	<p><b>Let us know in good time if it's looking like the gig may not happen so we can allocate this night to someone else.</b></p> <p><b>We'll ask for half the hire fee if you cancel less than 2 weeks from an event.</b></p>
<b>Security</b>	Whenever live music is being performed, one of our members will be on duty as an SIA-trained Door	<b>Absolutely no standing out front.</b>

	<p>supervisor. You can speak to them with any problems you may have. They will not search anyone but may refuse entry if someone is drunk and disorderly or behaving in a way that may put anyone in the building in danger or contravene our licensing agreement. There is an outdoor yard and smoking area <del>within</del> <b>at the rear of</b> the space, any standing outside is a serious no-no. As a member putting on an event, you would be responsible for paying for and coordinating the repair of any damage that might happen during your event.</p>	<p><b>No alcoholic drinks can be brought in by attendees, they may be confiscated.</b></p>
<p><b>Parking</b></p>	<p>We have only one reserved parking bay outside DSFL on Ormside Street. Please arrange with any bands or attendees with vehicles in advance when possible and communicate with us in advance - so we can make sure these are available and be able to move the bollards. Vans are left at own risk.</p> <p>There is extra parking on the street but many of it has restrictions and has parking enforcement present, so make sure you are parked correctly.</p>	<p>We have a bike rack with space for 8 bikes.</p>
<p><b>Inclusion</b></p>	<p>Our member accountability agreement can be read here:  <a href="https://diyspaceforlondon.org/accountability">diyspaceforlondon.org/accountability</a></p> <p>As part of it we ask that all members and their guests are mindful of how their words and actions affect others, and avoid assumptions so that everyone can enjoy their night equally whoever they are. Bar volunteers are fellow members who give their time to make your event work and should be treated with respect.</p>	<p><b>Promoters take a lead role in making sure their gigs are good places to be.</b></p> <p><b>We can provide help and support. Attendees are encouraged to contact <a href="mailto:awg@diyspaceforlondon.org">awg@diyspaceforlondon.org</a> with any concerns arising from an event and our Accountability Working Group will expect you to engage with any complaints relating to an event you have organised.</b></p>
<p><b>Communication</b></p>	<p>We need full lineup and flyer image info sent to our comms collective who run the website <a href="mailto:hello@diyspaceforlondon.org">hello@diyspaceforlondon.org</a> no later than <b>2 weeks</b> before your event - help us to help you and get it sent along EARLY. It is important to get this information to us as soon as possible - If we</p>	<p><b>Ideally to promote an event you should provide:</b></p> <p><b>Full blurb, digital flyer and any images sent to the comms collective (email is left)</b></p> <p><b>Bring printed copies of posters and flyers to</b></p>

	do not hear anything from you we may consider the event cancelled.	<b>DIY Space at least 2 weeks before to put up!</b> <b>We can also recommend relevant places you can flyer.</b>  <b>Check that the information we have on the website calendar is correct, and we can share things on our social media too, just ask!</b>
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If you have any questions at all please do email us - it's incredibly helpful to you and us in making sure we get your event right - [booking@diyspaceforlondon.org](mailto:booking@diyspaceforlondon.org)

By booking an event with us you are confirming that you have read and agreed to this document. Hire fees are mandatory at the rate listed unless otherwise agreed.

If you would like to join the events collective, volunteer at an event or have any suggestions please do email us above. We also meet on a regular basis and claim to be the most fun collective at DSFL ;)