



DIY SPACE FOR LONDON

Booking Agreement:

Everything you need to know about putting on an event at DIY Space For London

Updated November 2018

DIY Space For London is a community-run events space in South East London, based on principles of cooperation (working together) and mutual aid (helping each other) with over 6,000 members working together to make this space viable. Amazing events happen here, from gigs to grassroots fundraisers, film screenings, pub quizzes, workshops, music video filming and much much more! For the most part, yourselves and any volunteers helping are donating time because they are enthusiastic about the success of your event and the events programming at DIY Space - lets make awesome stuff happen together!

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General Info

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 when booking.

You can [login using your email](#) to find your membership details.

We want all members to feel part of the space! We're a bit different to a traditional music or events venue, 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.

Ticketing for your event is down to you . We can recommend ticketing websites if you would like to sell tickets in advance.

Event Times & Licensing

We take bookings typically as either 12 noon - 6pm and 6pm - close. Early load-ins or all day rates are also available but please specify this as soon as possible as we may get other booking enquiries for hours surrounding your event. You need to be a member of DIY Space to book an event (diyspaceforlondon.org/join) and live in the London area (so you can visit prior and promote locally)

We have a members' club license to enable us to serve alcohol between 6 – 11pm (Monday to Thursday) 6pm-11:30pm (Friday) 3pm-11:30pm (Saturday) and 3pm-11pm (Sunday). We have a live music curfew of 11pm (unless a Temporary Late License is obtained). No alcohol can be served before these times!

DIY Space For London is **open to all ages**. Children under 12 must wear ear defenders (at all times in the gig room) and any persons under 18 must be signed in as a guest of (and accompanied by) a responsible adult member.

We have vegan bar snacks, tea and coffee available. You're welcome to bring in your own vegan food, contact our Food Collective to see if they can cater your event or we also have external catering contacts that have experience of operating at DSFL who are keen to cater at busy events. Contact us at booking@diyspaceforlondon.org for a list of contacts.

Cost of Hire

We have two main hire rates:

- Live Sound Event £80 hire fee (£60 is paid directly to Sound Worker*)
- Non-Live Sound Event £50 fee (afternoon or evening)

*Our experienced sound workers are paid by promoters to run sound for live music and amplified events. They run the sound desk and contribute towards stage management during an event. They are often supported by soundworker trainees who they are skill-sharing with. They ask for £60 for a standard 6 hour shift 6pm-12pm (and *£10 per hour for any addition hours*), This needs to be paid directly in cash to your sound worker on the night or via BACS by arrangement with them. If the band you are booking has a touring FOH engineer they can work the desk under an in-house Soundworker's supervision, who will still require payment for their time on-site.

Any technical details around sound including payment questions should be arranged in advance via soundworkers@diyspaceforlondon.org

If your event is a benefit or fundraiser and you would like to find out if a member of the Sound Workers Collective would be prepared to waive their fee in support of your event, please contact: soundworkers@diyspaceforlondon.org

Members Club

This is how our license works and is very important. Events 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.

You can join online, membership takes 48 hours to process and you can then pay and pick up your card from the membership desk when you arrive for an event.

Encourage your attendees to join, 48 hours in advance. Attendees who join on the day will have to be signed in as your guest.

Joining is easy, go to www.diyspaceforlondon.org/join

See below about how to communicate this.

'Open To Members & Their Guests Only'

DIY Space is licensed as a members' club so please include the following information in any event description or small print (ie on the facebook event or on any website/ticket event listings):

DIY Space for London is a totally independent volunteer-run social centre and event venue run as a members' club. But don't worry! If you are not currently a member you can be signed in as a guest of the promoter. Membership is open to all and only costs £2 per year. You can join quickly online at: <http://diyspaceforlondon.org/join> email: hello@diyspaceforlondon.org if you have any questions

People who attend your event that are not members can be signed in as your guests. Please ensure your membership number is clearly marked in the sign-in book.

Bring friends colleagues to help

It's a big space so we suggest you have you plus a minimum of two friends to help run any event. If you are putting on a gig you'll need help liaising with bands and sound-person, stage managing, collecting door money, and cleaning up. You'll need to throw out any rubbish, sweep and mop the gig room after your use.

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:

volunteer@diyspaceforlondon.org

Promotion

We expect you to promote your event to the relevant communities. Posters and flyers (physical as well as online) are really recommended, if not essential. We have put together a handy checklist for promotion of how to do this as smoothly as possible;

<https://diyspaceforlondon.org/events-checklist/>

We also create monthly listings flyers which we distribute around London, if you can get your basic event information to us by the end of the prior month we can include this. Please pop in to pick some up to distribute too if you'd like

We can also share things via **social media**, invite us to be co-hosts on Facebook events (or send us the link and we will add it to our [facebook page](#)) and @tag us (on Insta [@diyspaceforlondon](#) and Twitter [@diyspace4london](#)) or just ask!

Accessible Comms

Please consider accessibility of all information provided (text, flyer/social media images.)

- Provide 'alt text' (a description of any images)
- Avoid abbreviations
- Consider contrast of images and the size and clarity of any text
- Include an access statement about the venue in the event description and on ticket pages such as:
 - *DIY Space for London is on a single floor level, with access ramps, widened doors, an accessible toilet and plenty of space for maneuvering and getting away from crowds. There is plenty of seating available and the toilets are gender neutral and accessible. see: diyspaceforlondon.org/access*

Capacity

Our event room capacity is 160 people. If you are doing a ticketed event please only sell this maximum amount of tickets. During licensing hours SIA and membership desk volunteers can help manage capacity (according to those signed in and checking how busy it is) and can work with you to work out when your event is sold out.

Free Entry for Carers

We support the practice of providing free tickets for support workers, personal assistants or carers. Please allow for up to five free spaces for carers, support workers or personal assistants in your ticketing allowance. For more on this or to ask any questions on accessibility please email access@diyspaceforlondon.org

The Bar

Our affordable bar is run by a collective of volunteers.

Our license means you are **not** able to bring your own drinks in for bands. If you are interested in buying band/performer drinks or setting up a tab contact: bar@diyspaceforlondon.org or speak to the bar lead on the night.

We are a licenced premises and rely on drink sales to keep DSFL afloat, alcoholic drinks cannot be brought in by attendees and may be confiscated.

WE OPERATE CHALLENGE 25 PLEASE TELL EVERYONE TO BRING ID

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.

Tech Spec

Please ensure that bands provide their full tech spec (and any specific requirements) in advance to the sound workers collective.

Email: soundworkers@diyspaceforlondon.org

Only sound workers who are part of the DSFL soundworkers collective and have 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 sound worker.

The Gear

You can use the in-house backline. 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-pedal and all cymbals).***

Backline is subject to change and you should always ask if you need to use it but currently (November 2018) includes:

- 3 piece drum kit (no snare, cymbals or kick pedal)
- 1 x guitar combo
- 1 x bass head and cab
- 1 x guitar head and cab

DJ Gear:

- 1 x Numark m6 4 Channel mixer
- 2 x Numark CDJs
- 2 x Numark USB TTs (BYO stylus)
(Note: No USB input)

We reserve the right to enter into discussion around repair costs if any in-house gear is subject to damage in your event.

The Hire

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 to keep DIY Space For London are over £4000 per month! However we have made hire rates **rock bottom** affordable to DIY promoters and grassroots event organisers. We ask larger organisations to pay more,

or if your event does particularly well do feel welcome to add an extra donation. 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!

During the pre-gig briefing with all the volunteers 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.

You'll be shown fire exits, the toilets and ***where to find cleaning equipment.***

Cleaning

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.

Please allow time to mop the main space and ask at the bar about the cleaning gear.

If you leave the space unclean or messy this directly affects the member who has booked the space after you, don't let someone doing yoga stretch into a puddle of beer!

Curfew

Unless otherwise stated (e.g. if you wish to propose a late licence (TEN)) **live music must stop by 11pm every day.**

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. *Communicate with any band re: curfew EARLY and OFTEN so their sets are not cut short.*

Cancellation

We issue a cancellation fee for an event cancelled within 2 weeks of the date. This is half of the hire fee.

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.

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.

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.

Security

Whenever live music is being performed, one of our members will be on duty as an SIA-trained Door 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 at the rear of the space, any standing outside is a serious no-no as it contravenes our licence. *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.*

Please help us by discouraging people from standing out the front of our building, we cannot have anyone in our direct vicinity as this directly affects our licence and bothers our neighbours.

Parking

We have only one reserved parking bay outside DSFL on Ormside Street, please contact us in advance to check.

Please arrange with any bands or attendees with vehicles in advance if possible and communicate with us in advance.

There is on street parking which is generally free on evenings, but on Sunday daytimes in particular it is near impossible to park near DSFL.

Part of the street has *double yellow lines* and parking enforcement is present, so make sure you are parked legally.

We have a bike rack with space for 6 bikes.

Inclusion

Our member accountability agreement can be read here:

diyspaceforlondon.org/accountability

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 and other events volunteers are fellow members who give their time for free to make your event work and should be treated with respect.

Event organisers take a lead role in making sure their events are good places to be.

We can provide help and support. Attendees are encouraged to contact awg@diyspaceforlondon.org 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.

Questions?

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

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 ;)***

Booking

To make a booking, please complete our [Booking Form](#)

We look forward to your event happening at DIY Space For London!