



DIY SPACE FOR LONDON

Booking an Event - Overview

DIY Space For London runs on principles of co-operation (working together) and mutual aid (helping each other.) We can and have hosted a broad range of events from fundraisers to drag shows to gigs for artists and bands of all genres, film screenings, quizzes, talks, workshops, filming, rehearsal and much much more! Read on to find out (hopefully) everything you need to know to book your next event here:

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DIY Space for London is a members' club licensed under a club premises certificate. You must be a member to put on any event or gig. Please give us your membership number when booking, or join us at diyspaceforlondon.org/join. **Member but don't know your number?** [Login using your email](#) to find your membership details.

Capacity

160 is the maximum capacity of our large room (with the stage) and is also the maximum amount of advance tickets for an event based entirely in that room which can be sold.

The whole premises' (including bar room and yard) capacity is 220. Our team will coordinate with you to let you know when your event has sold out on the night. Ticketing for your event is down to you, we recommend [Party for the People](#) as an advanced ticketing platform.

Event Times & Licensing

In general, we offer two slots for a booking. These are between 12 noon - 6pm or 6pm - close. We have a members' club license which enables us to serve alcohol between:

Monday to Thursday 6pm – 11pm
Friday 6pm – 11:30pm
Saturday 3pm – 11:30pm
Sunday 3pm – 11pm

No alcohol can be served outside of these times.

We have a **live music curfew** of 11pm (unless a Temporary Events Notice is obtained.)

DIY Space For London is **open to all ages**, but anyone under 18 must be signed in as a guest of (and accompanied by) a responsible adult member.

The Bar

Our affordable bar is fully licensed with a range of keg beers, local beers, spirits and soft drinks. It is run by a collective of volunteers and can be opened by arrangement during your event.

You are not able to bring your own drinks in for bands, but if you are interested in buying a rider band/performer drinks or setting up a tab contact: bar@diyspaceforlondon.org or speak to the bar lead on the night.

WE OPERATE CHALLENGE 25 PLEASE TELL EVERYONE TO BRING ID

Hire Fees

When you make your booking enquiry please include as much information as possible about the booking and member of the events team will get back to you with a quote.

All our hire fees are sliding scale. This is to ensure the space is as affordable as possible for the broadest range of people, groups and organisations. Our minimal hire fees will help to subsidise the use of the space for those with less ability to pay. Hire fees go back into operating and improving DIY Space, which costs c.£400 per day. You also keep 100% of what you make on the door or in ticket sales to pay your own costs.

Sound and Tech

Our experienced sound engineers are paid to run sound for live music and amplified events. They are often supported by soundworker trainees learning the ropes.

They cost £10 per hour with a minimum fee of £60. Their involvement is a mandatory requirement of hiring DIY Space.

If the band you are booking has a touring FOH engineer they can work the desk under an in-house Soundworkers supervision, who will still require payment for their time on-site.

If your event is a benefit or fundraiser, please ask if a member of the Sound Workers Collective would be prepared to waive their fee in support of your event. You should also discuss any specific sound requirements in advance: soundworkers@diyspaceforlondon.org

Here is the in-house spec of gear available for use:

<p><u>Front Of House</u></p> <ul style="list-style-type: none"> • 2 coda tops w/ BMS 4590 dual concentric on 2236 horn, bms/coda 15 on mid/high, run 2way with passive crossover on the 4590 • 4 pd1850 loaded tapped/hybrid subs • LMS matrix xt6004eq on tops • matrix xt7000mf on subs • Soundcraft live8 24 channels mixing desk • 2 Channel gate/compressor • 1 x Microverb IV • Full set of guitar drums and vocal microphones, 6 x mono DI • 3 way monitoring system on stage • Currently 3 way monitoring available, 2 at the front of stage and 1 for the drummer. 	<p><u>Ancillaries</u></p> <ul style="list-style-type: none"> • 4 x mono DI boxes • 1 x 6 way DI • Microphones: <ul style="list-style-type: none"> ○ Sm58s x 4 ○ beta 58 x 2 ○ Sm57 x 1 ○ Beta57 x 2 ○ Senheiser 609 x 2 ○ Senheiser 604 x 3 ○ Beta 52 x 1 • 1 x outboard midiverb 4 • 1 x compressor/gate Alesis 2 channel
<p><u>Guitar and Bass</u></p> <ul style="list-style-type: none"> • Marshall G100R CD • Marshall MG100HDFX • Marshall Valvestate 100V Model 8100 • Fender FM100 • Marshall 1960B 4x12 mono/stereo cab • Marshall MG412A 4x12 cab • Behringer Ultra Stack BG412V cab • Trace Elliot 4x12 cab • Laney Linebacker PL100 bass head • 1 x 15 Bass cab 	
<p><u>Drumkit and keys</u></p> <ul style="list-style-type: none"> • Pearl Vision Birch Kit consisting of: <ul style="list-style-type: none"> ○ Kick Drum 22 ○ Rack Tom 10 	<p><u>DJ Equipment</u></p> <ul style="list-style-type: none"> ○ Axis 9 Tabletop DJs (no USB) ○ No clutch, snare cymbals

<ul style="list-style-type: none"> ○ Rack Tom 12 ○ Floor Tom 16 ○ Hi-Hat stand ○ 2 boom Cymbal stands ○ 1 straight Cymbal stand ○ Snare stand ○ No clutch, snare cymbals ○ Keyboard: 4 single keyboard stand fully working 	<ul style="list-style-type: none"> ○ M6 USB (has a computer connection but no input for a USB stick) ○ 2 direct drive numark TT turntables (we recommend you bring your own stylus/needles if possible)
<p><u>Projectors and Screens</u></p> <ul style="list-style-type: none"> ○ NEC M403H Projector and Large screen with backlit option (from BFI Community Cinema scheme) ○ Sanyo PLV-Z5 	

The inventory is constantly being improved, contact the soundwork collective for the latest up to date list. **We reserve the right to ask for repair costs if any in-house gear is subject to deliberate and/or substantial damage in your event.**

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. 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.

Members (open to 18+) can host unlimited numbers of guests of any age who they are responsible for. Membership takes 48 hours to process if you apply online, and you can then pay and pick up your card from the membership desk when you arrive for an event.

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 online at: <http://diyspaceforlondon.org/join> and email: hello@diyspaceforlondon.org if you have any questions

Your team

We're a bit different to a traditional music or events venue, as there are no 'staff' or 'managers', just volunteers working together. When you're running your gig, you are directly responsible for what happens. It's a big space. We suggest you bring a team of 3+ people to help run any event alongside our volunteers who will help you run it smoothly. If you are

putting on a gig you'll need to bring your own help liaising with bands and soundworker, taking ticket money, stage managing, collecting door money, and cleaning up.

After the event, you'll need to throw out any rubbish you bring or generate, sweep and mop.

If your team would like to do even more and get trained to volunteer on the bar or membership desk (great!) please ask them to email: volunteer@diyspaceforlondon.org

Food

We have vegan bar snacks, tea and coffee available. You're welcome to bring in your own food but this *must* be cooked off premises in a certified kitchen as we do not have a license to prepare food on site. **Where possible we generally prefer that you bring vegan food and avoid nuts for allergy reasons.** Our Food Collective may be able to cater your event or cater delicious food for your bands or performers: contact them at cafe@diyspaceforlondon.org

Promotion

You are responsible for all promotion of your event. Posters and flyers (physical as well as online) are 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 create a monthly listings flyer 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.

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](#).)

Access and Accountability

Include this statement about the venue in event description and on ticket pages:

DIY Space for London is on a single floor level, with access ramps (including stage) widened doors, accessible gender-neutrals toilet and plenty of space for maneuvering and getting away from crowds. There is plenty of seating available.
See diyspaceforlondon.org/access for more information including travel routes.

We are the only volunteer-led live music venue to achieve 'Bronze' [Attitude is Everything](#) Accreditation. Here are some ways you can help uphold the standard of access for all:

- Provide 'alt text' (a description of any images)
- Avoid abbreviations
- Consider contrast of images and the size and clarity of any text

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.

Our member accountability agreement can be read here:

diyspaceforlondon.org/accountability

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

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.

Cancellation

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

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. In the event of a last minute cancellation, until you have paid this fee you will not be able to book another event.

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 and cancel inappropriate events.

Security

Whenever live music is being performed, one of our volunteer members will be on duty as an Security Industry Authority (SIA) -trained Door supervisor. This is a condition of our license. If you have an SIA-trained member of your team, please let us know!

Our security 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.

Parking

We have only one reserved parking bay outside DSFL on Ormside Street. Please arrange to reserve this with any bands or attendees with vehicles. There is on-street parking which is generally free on weekday evenings, but on Sunday daytimes in particular it is near impossible to park near DSFL. Please plan accordingly. *Part of the street has double yellow lines so make sure you are parked legally.*

Questions?

If you have any questions at all please email us booking@diyspaceforlondon.org By booking an event with us you are confirming that you have read and agreed to this document.

Now complete our [Booking Form!](#)

Thanks for reading! We look forward to your event happening at DIY Space For London.