

Thanks for your interest in putting on a gig at The Cowley. We always need more people to get involved and put on events. I appreciate this e-mail is quite long and detailed but it should give you an idea what is involved in putting on an event at The Cowley.

Putting on events at The Cowley Club is not like at other venues. We are a completely volunteer run radical social centre, owned by the roughly 200 members of The Cowley Club co-operative. Below is a guide to putting on events at the club.

### **Profits**

No one can personally profit from events here. If there is money left over, after expenses have been paid, this must all be given to one of our supported groups or The Cowley Club itself. If you want to create a new supported group e-mail [cowleyclub@riseup.net](mailto:cowleyclub@riseup.net).

### **The Role of Promoter**

The promoter is responsible for everything. For example; cleaning at the end of the night, making sure you have all the equipment needed, making sure you can get into the club, and organising a bar co-ordinator to do the bar, as well as all the other stuff in this e-mail.

### **Cleaning**

- The promoter is responsible for making sure the place is clean and tidy, and all the furniture is back in its place. Don't forget about the toilets, and the yard outside.
- For all event organisers there will be a returnable deposit of 20 pounds for cleaning, it will be returned upon verifying, by a member of a bar collective, that cleaning has been completed. This is to discourage event organisers from just leaving the place in a state after gigs. Deposit has to be paid to the bar collective either in person or through Paypal. E-mail [razviedka161@riseup.net](mailto:razviedka161@riseup.net) to arrange payment.

### **Costs**

- 10% of all door takings, before expenses are taken out, must be donated to The Cowley Club.
- There is a £20 fee for using the PA. This is used by the entertainments collective to maintain the PA and buy more equipment for gigs.

### **Facebook and Publicity**

- Please put a link to The Cowley Club safer spaces policy on all publicity (<http://tinyurl.com/CowleySaferSpaces> ) and make sure you understand it and are able to follow it.
- Please also include the phrase "Over 18s, Members & Guests Only" on all publicity. We are a private members club and this is part of our license to be able to sell alcohol.
- Please don't put posters up in the street or give out flyers illegally as we will be fined. Do put them up in the club and in other cafes/pubs with their permission.
- All Facebook events must be created through The Cowley Club page. Please contact the page and someone will make you an admin. ([www.facebook.com/CowleyClub](http://www.facebook.com/CowleyClub)). This is to ensure that we can avoid situations where the event organiser is not online/present for some time and the event needs moderating/changing.
- All information on the FB event page that is not relevant to the event has to be removed, especially when it comes to any personal remarks, abusive and insulting comments etc.

### **Photos + Film**

The Cowley Club has a no photos policy. Unless it is just pictures of the bands, and you have their permission. This is to ensure people in the club do not have their photos plastered everywhere on-line.

### **Bar**

You need to organise a bar co-ordinator and volunteers for your event. You can try looking through the bar rota to find volunteers.

## **PA**

We do have a PA you can use, however, you need to organise your own sound engineer, leads, microphones, stands and backline. For some very limited details on how to use the PA e-mail [cowleyclub@riseup.net](mailto:cowleyclub@riseup.net).

## **\*Cancelling An Event\***

- If you need to cancel an event you are responsible for making sure something else happens on the night. That could just be making sure the place is open, and serving pints, with some music playing from your MP3.
- Please also e-mail [cowleyclub@riseup.net](mailto:cowleyclub@riseup.net) so we can update it on the website, Facebook and twitter.
- If its cancelled well in advance you could also cross it out in the calender to enable other people to book stuff on the night if they want.
- Cancelled events give the club a bad reputation and also lose us money. We depend on income from beer sales, and therefore we need to be open every Friday and Saturday.
- The Cowley Club also reserves the right to cancel events if we deem it not to be complying with our safer spaces policy or organisers are not fulfilling their end of the bargain.

## **On The Night**

- You can move the tables and chairs and arrange the room however you like it, as long as you put everything back where it was afterwards.
- If it's any kind of music event, the baffles (sound-proofing for the windows) must go up before sound check. If it's a Friday or Saturday, the front shutters must also be put up.
- There MUST be someone on the door at all times to sign people into the book (compulsory - ask the bar coordinator), take 'donation' money and regulate who comes in. Our door policy is over 18's only after 9pm and not to refuse entry to anyone unless they are really drunk or potential trouble or barred. The bar co-ordinator can help you with this but it's also YOUR responsibility to use YOUR discretion as to when it might be a bad idea to let a particular person in for any reason. ALSO: When taking 'donation' money, we cannot refuse anyone entry if they do not pay.
- The live music curfew is 11pm from Sunday to Thursday, and 12am on Fridays and Saturdays. We also have a curfew for when people can be outside in the garden or outside the front door, which is 11pm from Sunday to Thursday, and 1:30am on Fridays and Saturdays. It's unfortunate but these curfews are non-negotiable in order to avoid noise complaints and stay open! Please help us to do this for the survival of the club.
- There is no admittance to the club and no re-admittance to anyone who goes outside the front door after 11pm from Sunday to Thursday, and after 1:30am on Fridays and Saturdays.
- After the event but BEFORE YOU LEAVE, please clear the room, sweep and mop the floor, make sure the toilets are clean, put all the tables and chairs back where they were and remove the soundproofing baffles from the windows. If you have any questions about cleaning, ask the bar co-ordinator.

If this is all ok, send an e-mail to [cowleyclub@riseup.net](mailto:cowleyclub@riseup.net) and we'll explain how to book the event.