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PROMOTORS INFORMATION & TERMS AND CONDITIONS

28.03.12

Bush Hall is a music and entertainment venue. It was originally a dance hall built in 1905. Despite its varied changes of use since then, the hall has maintained its stunning interior décor and natural acoustics with its high ceilings and carpeted wooden sprung floor. The owners/directors are Charlie Raworth & Emma Hutchinson and the senior manager is Kath Borer (kath@bushhallmusic.co.uk).

THE PROMOTER

Bush Hall will not act as a promoter or agent to any performance-taking place on its premises. The promoter of the concert is the person who enters into the contract with Bush Hall and has overall responsibility for the concert and may be a concert manager, artists' agent or artist

PENCILS IN OUR DIARY

Pencils are held in our diary for a number of weeks. This is no guarantee of confirmation. We will add other pencils in the diary in order of date of enquiry. We will be in touch periodically to see if the pencil is still required. If we do not get any response it may jeopardise the pencil.

CAPACITY

375 standing – plus guest list of 50 – 425 max
(No more than 375 tickets can be sold)
300 mixed seating and standing – plus guest list of 50 – 350 max
(78 seated / 222 standing)
280 seated in rows including guests
Staging reduced to 4 pieces = 280 seated in rows + 20 standing = 300

TERMS & CHARGES

£Hire fee - TBC as per contract.
(At certain times of the year rates are negotiable)

Extra Charges if applicable:

Additional hours before 4pm are charged at £35+vat and includes a sound engineer.

The total box office takings go to the promoter/ performer less 3%+vat that is taken from all net ticket sales to cover PRS charges. For more information on PRS please read separate sheet.

Payment for tickets that Bush Hall ticket outlets have made on the promoter/artist behalf will be made when all outstanding venue hire and any ticket sales we are handling on behalf of the promoter/performer clear our bank account.

Timings:

Rental includes rehearsal set up time from 4pm.

Doors are at 7:30pm.

Live music curfew is 11pm. (this must be adhered to). Any changes made to door times must be cleared with the venue. Gig stage/set times are determined by the promoter / performer to take place between doors and curfew.

Generally, support band/performer is on stage between 8pm – 9pm and the headline act is on stage between 9pm- 10pm, depending on the length of the set. These are the approx running times we give to the general public, unless otherwise advised.

Numbers:

A minimum of 100 people is required to book a gig at Bush Hall. Fewer numbers than this will be taken into consideration for any future bookings and we will reserve the right not to take another booking.

Deposit & Cancellation:

The booking will not be confirmed until we have received the signed Booking form and /or a confirmation email from the name/company that is booking the concert. A 50% deposit of the venue hire is required on confirmation of hiring the venue. The deposit will be non-refundable if the gig/concert is cancelled or postponed prior to one month before the date of the event. Cancellation of the gig/concert /event within a month of the date of the concert will be subject to the full invoiced amount.

HIRE INCLUDES

PA, sound engineer, staging, lights, 3 phase power on 63 Amps, Duty manager, 2-4 bar Staff, 1 box office staff and 1 qualified SIA security/ doorman.

We also have 12 small round tables, 12 large round tables and 200 chairs and a piano if needed.

GREEN ROOM

We have a green room back stage that artists can use as a dressing room etc. There is a toilet back stage in our music school but no shower. All artists should be informed of this before arrival. Extra dressing room facilities can be requested and it will be up to the discretion of Bush Hall to allow the usages of these facilities and there may be a small charge.

EXTRA SECURITY

We provide one SIA door security in the cost of the hire fee. Each gig/ event will be risk assessed.

Extra security is charged at £90+ Vat

Low risk events:

Ticket sales under 220 and the age/type of audience - no extra security needed

Low/Medium risk event:

Amount of tickets sold over 220+ artist music & fan base low/medium risk - possible extra security needed by consent of the promoter

Medium/High risk event:

Sold out shows / artist is well known / celebrities are known to be in attendance / artist music & fan base medium/high risk – extra security needed.

Bush Hall will carry out a risk assessment on each show/event and you will be notified as to which gig requires extra security. The above charge will then be added to your invoice.

We can also provide stewards (not SIA) at £50+ Vat.

PRS

The total box office takings go to the promoter/ performer less 3%+vat that is taken from all net ticket sales to cover PRS charges. This will be outlined on the Box Office Settlement and an invoice will also be raised.

A PRS form will be supplied and should be completed in full with an accurate set list, timings and publishers' on the day of the gig. Failure to complete and return on time renders the promoter/performer liable for PRS charges without limit.

For more information on PRS please see separate sheet.

TICKETING

Promoters can use their own ticket outlets' but a proportion of the ticket allocation (as outlined on the contract) are to be sold through Bush Hall.

The tickets put on sale through Bush Hall are through MusicGlue. Tickets will be put on sale once we have received confirmation of the gig/event by receiving a signed contract or confirmation email. Tickets will be taken off sale by 4pm on the day of the gig and on Friday at 4pm for all gigs on weekends.

Settlement:

A box office settlement will be provided after the gig.

This will either be dealt with on the night or the following day.

A cheque will be issued for advance and door ticket sales less any monies outstanding.

This will be sent after we have received all monies from the ticket outlets.

Please note we do not pay out advance ticket sales in cash.

All promoters are responsible for VAT payable on ticket sales.

Bush Hall is the handler of advance ticket sales money on behalf of the promoter.

Bush Hall will not cover this handling money should the ticket outlet the Bush Hall has used goes into administration or bankrupt.

MARKETING

Bush Hall distributes details of all performances to media listings sections.

Our monthly flyer is distributed to our mailing list by email

We also carry out flyer drops and list our monthly program in and outside the venue.

Bush Hall will provide a profile page for the gig on our website.

Jpegs and text must be sent to kath@bushhallmusic.co.uk for inclusion.

If we do not receive any information the gig will be listed with the artists website link.

The production of flyers and posters is the responsibility of the promoter/performer and it is usual to produce a flyer to promote the gig.

All flyers and posters must carry the following:

The Bush Hall logo (logo files will be emailed to the promoter), the day, date, year and time of performance in a prominent position and the address Bush Hall, 310 Uxbridge Road, London W12 7LJ
10 posters must be supplied to Bush Hall and no more than 100 flyers.

Deliveries of flyers and posters should be sent to Bush Hall Offices for the attention of Kath.

For more information on Bush Hall marketing please see separate sheet.

CANCELLATION

Cancellation is taken at the discretion of the promoter/ performer.

The deposit will be non-refundable if the gig/concert is cancelled or postponed prior to one month before the date of the event.

Cancellation of the gig/concert /event within a month of the date of the concert will be subject to the full invoiced amount.

Ticket refunds are the responsibility of the promoter.

DAMAGE

Should any part of the premises or its fittings and appointments be damaged, destroyed, stolen or otherwise removed as a result of the Hirer's intended or actual occupation, repairs, replacements will be charged to the Hirer at a reasonable price fixed by Bush Hall.

LICENSING LAWS

Bush Hall holds a public entertainment and is subject to current licensing laws.

Government smoking bans are in operation throughout the building.

FILMING/RECORDING

Costs are discretionary depending on whether it is for public/commercial or private use and what is the scale of the set up.

Arrangements for recording/filming must be made with Bush Hall at least 1 week prior to the performance date at which time the name of the recording/film company should be notified to Bush Hall.

Commercial filming/recording costs are scaled between £50-200

CD AND BOOK SALES MERCHANDISE FEE

Free. Please give the venue manager a sample of what you are selling to be included in the Bush Hall archive e.g. CD's, T-Shirts etc

PARKING

Parking is restricted, as we do not have a car park. Street parking is available.

To request a parking suspension, you will need to contact: London Borough of Hammersmith & Fulham council parking control 0208 753 3288.

Bush Hall will need to be informed if a suspension has been granted.

AGE RESTRICTION

We are an all ages venue.

However all under 18's must be accompanied by an adult.

TECHNICAL

Please see <http://www.bushhallmusic.co.uk/live-music/hire/> for venue tech spec.

Bringing in extra gear:

If any extra equipment (pa, lights, recording equipment etc) is to be brought in, or you require extra hours in the venue, please let us know ASAP, no less than one week prior to the event.

Extra equipment will not be permitted if we have not been informed.

If our PA speaker stacks need to be moved forward a £50+vat charge applies

If our PA is removed a £100+vat charge applies

If our staging is removed a £100+vat charge applies.

All charges will be invoiced and added to the settlement.

Crew:

Included in the venue hire, unless otherwise stated, is one sound engineer. The sound engineer can run FOH and/or Monitors for the entirety of the show or assist band's engineer with set up as well as taking care of support acts. If you would like any extra engineers, to take care of separate monitor mixes etc (dependant on gear) there will be an extra charge.

Our sound engineer(s) also operate our lighting system.

Rep:

Please send a representative down to the venue to do a recce so that someone who is involved with the gig has seen the space and everyone is clear on procedures.

Sound Restrictions:

Although we do not have DB level restrictions. Bush Hall reserved the right to ask for decreased sound levels for any concert if we feel it could create a noise nuisance.

Power:

We have a 63 amp 3-phase power supply, as well as 63 amp single-phase supply which we run our house PA from (on a 32 amp tap).

EQUIPMENT

Hire of instruments: Promoters and/or performers are responsible for ensuring that firms or persons supplying instruments for use at Bush Hall deliver and remove instruments in a safe and secure manner. Bush Hall is not responsible for damage to any instruments on loan whilst on the premises.

Any damage done to Bush Hall during delivery or removal of instruments will be deemed the responsibility of the promoter and will be charged to the account.

Storage of Instruments:

All Instruments should be removed immediately after the performance or the following morning by arrangement with the venue. Equipment can only be stored over night if it has been confirmed with the management of Bush Hall.

Load ins:

Can come through the doors at the side of Bush Hall, located on Arminger road, there is the ability to unload directly through these side doors, though vehicles will need to move away once completed.

Load outs:

Through the exit side door onto Arminger Road shall not be used for loading out of the building after 9pm. All loading out will go through the main front doors after 9pm, onto the major trunk road, the Uxbridge Road. Vehicles will be asked to park on the main road of the Uxbridge Road by the launderette, where equipment can be loaded out. All due diligence must be carried out by the crew, promoter, management and SIA security to ensure there is minimal disturbance to local residences directly opposite to Bush Hall.

All electrical equipment brought in should have passed electrical safety tests:

Faulty equipment can be a serious danger to all who come into contact with it, and could trip the whole system.

Use of resident piano:

Bush Hall can provide a Boston Steinway grand piano for use during performances.

Please note the piano is not on the stage. If you plan to use our piano you will need to let us know if you want it tuned (£55 + vat) no less than one week in advance. If you want it moved on stage you will have to pay for it to be moved both on and off stage plus to be tuned both on and off stage. The charge for this is £280+vat.

I agree to all the terms and conditions as outlined above:

Promoters Signature:

Date: