

SAMPLE VENUE DOCUMENT – BOOKING/PERFORMANCE AGREEMENT

Venue name

Venue address, general phone number, email address & website

Key venue contacts: (Name and contact details)

Band liaison officer:
Venue duty manager:
Sound technician:

Artist details

Artist name:
Agent:
Contact details:

Performance details

Date:
Support acts: (Name/s and contact details)
Playing times: <Support Act 1>
 <Support Act 2>
 <Headline Act>

Venue curfew:

Venue access

Load-in times:
Sound check times:
Access to dressing room:

Stage and equipment

Stage dimensions:
Microphone and PA specifications:
Sound limits:
Lighting specifications:
Ticketing and merchandise
Performance announcement date:
Venue capacity:
Ticket price:
On-sale date:
Merchandise %:

Cancellation policy:
Value of band rider:

Settlement terms (fee / room hire per head):

SIGNED BY:

Venue

Date: / /

Artist

Date: / /

WORKSHEET

[venue name and address]

ABN: [venue ABN]

Manager: [Full name] – [email address] – [phone number]

Sound Engineer / Production: [Full name] – [email address] – [phone number]

Events Coordinator / Band Booker: [Full name] – [email address] – [phone number]

SHOW DETAILS

Date of Performance: «Date»

Event: «Acts»

Time of Doors/Dinner : «Doors»

Event Start Time: «Event_Start_Time»

Ticket details : «Ticket_Price»

Presale Ticket Link : «Ticket_Link»

Artist Contact - «Contact_Email»

PLAYING TIMES

«Playing_Times_1»

«Playing_Times_2»

«Playing_Times_3»

SOUNDCHECK/VENUE ACCESS

Soundcheck currently confirmed

«Soundcheck_Details»

Your engineer is «insert details»

Please send thru input list and stage plan to [insert relevant venue contact] at the earliest convenience

Load in and sound check for headline act is from 4pm – 6pm (unless another time is negotiated and agreed upon). This is to avoid disrupting diners. Only headline act is given a sound check unless otherwise organized.

Venue Access: [Info regarding load-in doors, lifts, possible parking spaces available to artists, nearby parking, etc]

PAYMENTS

DEAL - «Deal»

Payment within 14 days of receiving invoice after show

Credit card fees to be taken from total gross of presales prior to split (if applicable)

Supports to be paid by headliner where applicable.

GST (if applicable): Please notify venue booker if you collect GST

PUBLICITY

ARTIST MUST SUPPLY:

- The venue requires performers to supply 5-10 A3 posters to the venue in person or mail to [venue postal address] a minimum of 4 weeks prior to the performance date.

Failure to supply posters in a timely fashion will result in a \$100 deduction from band payments.

- Link to venue logo: [insert link]

SAMPLE VENUE DOCUMENT - WORKSHEET

- We encourage artists to incorporate venue logo/branding into their poster design if possible.
- Bands need to provide venue with a high res jpeg image and brief editorial/bio specific to Mallard show for street press and online promo.
- Bands are expected to promote their show. We encourage acts to do so via posters, radio, street press, online promo.

At the venue we will provide :

- Social Media Marketing including boosted posts through Facebook and Instagram
- PBS radio carts - Weekly gig guide plus 'coming soon' mentions
- Moshtix marketing support and weekly mailout to 3000+ mailing list
- Weekly gig guide posters at venue
- Event guides around Melbourne
- Website listings
- PR consultancy with in-house publicist

Should you or your team wish to discuss any extra PR, you can email our venue publicist *[insert name and contact email]* to discuss. *[venue name]* strives to work together with you and your team to ensure the best night possible for everyone so our publicist is available to discuss strategy ideas and offer extra assistance if it's needed.

Failure to promote show will result in a 10% deduction of pay or cancellation of event.

Conflicting shows: DO NOT BOOK CONFLICTING SHOWS. Please notify venue booker of any gigs in week's prior or following event that may affect attendance at this show.

Failure to do so will result in a 10% deduction of pay or cancellation of event.

Special Requirements: Please contact *[venue booker]* on *[insert number]* if you have additional requirements or questions.

Band Riders

We try to be fair to all. As a basic guideline please respect the following. Prices apply to Pints vs Pots (ie: cost per drink)

Basically we provide \$25 per band member – you may choose to eat or drink it.

DRINKS

- § Beer – Thunder Road
- § Melbourne Bitter stubbies
- § Cider – House – can vary but Pink Lady Apple Cider usually
- § Red Wine – Mr Jones Cab/Merlot
- § White Wine – Mr Jones Chardonnay
- § Soft Drinks and coffees
- § 8 + musicians/artists - **maximum rider \$200**

FOOD

- § No specials/mains – unless kitchen approves
- § Cannot serve to a specific time – eg: “Can I have a burger at 8.45pm” – NO! – sorry
- § Happy to serve prior to shows. Kitchen closes at 9.30pm mid week at the latest and 10.30pm at the latest Friday and Saturday. Food cannot to supplied outside these times.

SAMPLE VENUE DOCUMENT - WORKSHEET

TECH SPECS

Backline Drumkit

BD DW PACIFIC - Blue Sparkle finish
Snare, 8", 10", 12" 14" 16" toms
Pearl HWP-930 Series hardware pack
1x Pearl H-930 Hihat Stand
1x Pearl S-930 Snare Stand
1x Pearl BC-930 Convertible Boom/Straight Stand
1x Pearl C-930 Straight Stand
1x Pearl P-930 Demonator Single Pedal

Projector

Mitsubishi UL7400u Full HD projector 5000 lumens – HDMI input from mixing console
ScreenTechnik Motorized screen 3040 x 1900 26084

FOH PA Specifications

4x Nexo GeoS12 array boxes (front)
2x Nexo RS15 double loaded subs (front)
4x Nexo GeoS12 array boxes (side fills)
1x Allen&Heath QU24 Digital mixing console

Foldback Monitors

4 x Quest QM12MP foldback wedges 500w

Mics

4x Shure SM58
4 x Shure SM57
1x Shure Beta 52
2x Shure 86
3 x Klark Teknik DI
9 x K&M Mic Stand Tall
3x K&M Mic Stand Short
3x Drum mic clip

Lighting

4x Martin SCX600 moving mirrors
3x Honeycomb XO 72 Led wash
8x LE D Par64 RGB
1x LSC Mimim 12/24 lighting desk

SAMPLE VENUE DOCUMENT - EVENT SETTLEMENT

<i>[Venue name]</i>	<i>[venue logo]</i>		
<i>[Venue address]</i>			
<i>[Venue address]</i>			
<i>[Venue address]</i>			
<i>[Venue phone number]</i>			
SHOW <i>[Name of event/headline artist]</i>			
DATE <i>[xx/xx/xxxx]</i>			
VENUE PRE SALES	TICKET PRICE	# OF PAYERS	TOTAL INCOME
	\$14.99	14	\$ 209.86
	\$0.00	0	\$ -
	\$0.00	0	\$ -
	\$0.00	0	\$ -
	VENUE HIRE ON PRE SALES		
	\$2.50	\$35.00	\$ 174.86
	TO ARTIST DIRECT VIA OZTIX		
ARTIST PRE-SALES (CASH OFF)	TICKET PRICE	# OF PAYERS	TOTAL INCOME
	\$15	8	\$ 120.00
	\$0	0	\$ -
	\$0	0	\$ -
	VENUE HIRE ON PRE SALES		
	\$2.50	\$20.00	
DOOR SALES (CASH OFF)	TICKET PRICE	# OF PAYERS	TOTAL INCOME
	\$15	63	\$ 945.00
	\$0	0	\$ -
TOTAL DOOR SALES			\$ 945.00
	VENUE HIRE ON DOOR SALES		
	\$2.50	63	\$ 157.50
DEDUCTIONS FROM DOOR TAKINGS			
Other pre sale venue hire			\$ 20.00
Door Sale venue Hire			\$ 157.50
Soundperson Extra Hour	0	\$30.00	\$0.00
Sound Card	0	\$110.00	\$0.00
Door Staff (\$20 p/h after 4 hours)	0.5	\$20.00	\$10.00
Soundperson (\$50 per act)	4	\$50.00	\$200.00
Rider Extras	0	\$0.00	\$0.00
TOTAL DEDUCTIONS			\$387.50
CASH TO BE COLLECTED			
Door Sales			\$ 945.00
Deductions			\$ 387.50
TOTAL DOOR TO ARTIST			\$ 557.50
AMOUNT COLLECTED			
<i>[VENUE NAME]</i> TO INVOICE ACT			
TOTAL			
SIGNED BY ARTIST			ARTIST MUST SIGN
SIGNED BY VENUE			VENUE MUST SIGN
	<i>[VENUE NAME]</i>	<i>[VENUE ADDRESS]</i>	
	<i>[VENUE ABN]</i>	<i>[VENUE ADDRESS]</i>	

SAMPLE VENUE DOCUMENT – HOSPITALITY RIDER

DRESSING ROOM & RIDER

The venue dressing room is upstairs and contains its own fridge, lounges, TV and tea/coffee making Facilities.

Venue rider system works via \$100 worth (nominally 70/30 split between headline and support) of food or drink. See the manager at the venue to obtain drinks or drink cards (bands don't actually have to go to the bar themselves).

Extra rider can be purchased, if required, and deducted at settlement on night of show.

The headlining act is also entitled to a 30% discount on counter meals and drinks had with the meal at the venue prior to the show.

BACKLINE

[Venue name] has in-house backline available for use free of charge.

Contact Music Coordinator – *[Full name - number – email address]* prior to show night to arrange use of in-house backline.

Drums

Pearl MCX Masters Custom in Piano Black 22"x18" Kick, 10"x8" Rack, 13"x10" Rack, 16"x16" Floor

Pearl Steel Sensitone 14x6.5" Snare

K0800 Zildjian K Cymbal Pack ! 14" Hats, 16 & 18" Crashes, 20" Ride

D-1000N Pearl Roadster Drum Throne

Pearl 1000 Series Hardware Pack: H-1000 Hi Hat Stand, B-1000 Boom Stand, C-1000 Cymbal Stand

S-1000 Snare Stand, P-2000 Eliminator Single Pedal, 2x ADP-20 Clamps and 2x TH-1000I for holding toms.

Bass

1x Ampeg SVT III Pro (450w) bass head (S/H with case minus lids)

1x Ampeg 410 HE (4x10") bass speaker cab 8 ohm

Guitar

1x Fender Twin (2x12"spkr)

1x Ulbrick Arena 50 50 Watt Valve head.

1 x Marshall 1960A 300 Watt 4X12" cabinet loaded with Celestion G12-75 speakers.

1x Vox AC30

[Venue Name]

Date: / /

DOORS: 7.30 PM

SUPPORT BAND #: 8.00 - 8.30 PM

SUPPORT BAND #: 9.00 - 9.45 PM

HEADLINE ACT: 10.15 - 11.00 PM

CURFEW: 11.15 PM