

## **Booking Policy for Scruffy Murphys**

**From 1<sup>st</sup> January 2011 the following policy will be enforced at Scruffy Murphys:**

### **Booking Policy for Scruffy Murphys**

\*All promoters/hiring parties must pay the sum of £40 three weeks in advance to the booking date, to cover the room hire/sound engineer costs. If there is an issue with being able to do so, please contact the Scruffy Murphys event manager where we can make the appropriate arrangements.

\*If the proceeds from the event are to be donated to a charitable organisation, then Scruffy Murphys will cover the cost of the room hire/sound engineer. If this is the case, all details of the charity and collection methods are to be submitted with the event details by the promoter.

\*When booking the event the following details must be provided:

Name of promoter

Contact details of promoter

Name of the event

Start time and end time of Event

Line up details

Tech spec (if available)

Door charge

\*Door charges are permitted and can be kept by the promoter/booking party.

\*Beer- If you are supplying drinks for any of your bands/acts please notify us beforehand. We will be able to arrange/supply drinks for bands/acts with prior notice. If you are caught bringing your own drinks to the venue and we have not authorized it, then this will result in drinks being confiscated from you.

\*When booking an event, load in times will be set by Scruffy's event management staff in accordance with event times.

\*Posters/Flyers must be received three weeks prior to the event.

\*Facebook events are the responsibility of the promoter and it is advisable that they are created three weeks prior to the event or sooner. Once created Scruffy Murphys is to be invited and notified so we can include our fan-base to the event in question.

\*Should an event have a non specific technical specification (e.g. any non-standard instruments/equipment such as samplers and keyboards or anything unusual that you feel we should know) then this is to be submitted to the Sound Engineer along with running orders at least one week prior to the event. (Running orders can be subject to change but must be adhered to where possible)

\*Pub opening hours and times must be adhered to and in the event where a gig runs over this time, the promoter will be fined a fee of £40 to cover staff and venue costs. Opening times: Mon-Thurs 11am till 11pm, Fri-Sat 11am till 2am, Sun 5pm till 11pm. (Scruffy Murphys allows time for bands to pack up and leave the pub by 11:30 on weekdays as long as the gig is finished by 11pm)

\*If any problems regarding the event arise where certain points cannot be fully met, some leniency can be arranged to suit all parties concerned, but the majority must be adhered to, to the highest degree possible.

\*For late bookings, the policy points are still to be followed, but with a reduced time scale which will be arranged by Scruffy's events management via phone call or email.

\*Once the booking has been made, the promoter takes full responsibility of the night/gig/event as it takes place, including the actions of all parties performing or co-organising the event with regards to their behaviour and conduct within/outside the venue. Should you require guidance on this matter please contact the events manager.

Please sign and enter information below as requested as well as signing the behaviour and conduct waiver on the attached sheet.

This is a legally binding contract and is to be signed by both parties below:

Venue Signature

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Promoter/Hiring Party

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Email: \_\_\_\_\_

Contact Number: \_\_\_\_\_