

# ZIGGY'S NIGHTCLUB PROMOTION PACK 2023

Thank you for enquiring about booking an event with us.

This pack should tell you everything you need to know about the venue but if there is anything else you need some help with please don't hesitate to contact us.

## *Terms of Hire*

- Venue hire: Midweek hire - £200 + VAT Saturday hire - £350 + VAT. Payment must be made upfront to secure booking.
- Opening times: 11pm – 3am - we are happy to negotiate at 10pm start but this will affect the room hire rate.
- Equipment: 2 CDJ 2000NX2, DJM 900NX2 Mixer and a Funktion One speaker system. Please note, drinks are not permitted behind the decks.
- Online ticket sales are limited to 300. If you do not make this total or people do not attend, you can make up the numbers on the door.
- Any damages to equipment or venue must be discussed & repairs paid for.
- We are happy to come in and let you set up earlier in the day of your event, preferably between 12pm and 3pm.
- Please let us know your ticket sales a week in advance so we can book our bar and door staff accordingly.
- Make sure you have any relevant ticket list and guest lists printed out, please note that these people are included in your numbers.
- It is your responsibility to provide a member of staff for your box office, a card machine and cash float.
- The riders are limited to artists only, please do not bring your own alcohol into the venue.
- Please give us prior notice of riders as we have a wide variety of drinks and will organise the cost in house.
- If numbers drop too low and the bar is not busy enough, we may be forced to close the venue early.
- The manager will approach you about bringing the closing time forward and help with organising changing the set times.
- If you wish to cancel your event you must give us 28 days notice.