

EVENT PARTNERSHIPS: DUTIES, RESPONSIBILITIES & EXPECTATIONS

BASIC INFORMATION

Event partnership is a program offered by The Phoenix Clubhouse as an alternative to a public venue rental. Local performers, community members, musicians, comedians, artists, and promoters who live or work in Southern Oregon, and are at least 18 years old can apply to participate in the event partnership program. Events that are “all ages” and require a cover charge or paid admission to attend (\$5-\$10 minimum) will be considered for event partnership.

The Phoenix Clubhouse will be entitled to 50% of the total amount collected from ticket sales or admissions minus any online or cc processing fees. The event partner will be entitled to the remaining 50% collected from ticket sales, minus any online or cc processing fees, and will be 100% responsible for compensating each act/performer according to the agreement made between the event partner and each act/performer at the time of booking.

In order to have an event considered for partnership you must submit a finalized event proposal that meets all the requirements set forth by The Phoenix Clubhouse. Meeting the eligibility requirements of the event partner program does not guarantee that your application will be approved. The decision to approve, deny or cancel an event partner application or agreement is at the sole discretion of The Phoenix Clubhouse.

If your event partner application is approved, you will have additional duties and responsibilities that must be fulfilled before, during and after the scheduled event. Failure to meet all of these expectations will result in additional fees and or immediate event cancellation.

Event partners must pay the required public event fee (\$50) after their application is approved and before any promotions or ticket sales begin. In addition to the public event fee, event partners are responsible for any fees, penalties, damages or fines that are incurred during the event partner event.

The Phoenix Clubhouse reserves the right to determine all final event details; including but not limited to ticket cost, show time, schedule, if alcohol will be available onsite, and whether the event will be 21+ only, 18+ only, or all ages.

If your application for event partnership is denied, you may submit a public rental application to be considered. If a public rental is approved you are entitled to 100% of ticket sales/admissions.

Steps to be approved for an Event Partnership at The Phoenix Clubhouse

- 1) Submit a *Date Inquiry Form*
 - a) Indicate that you are interested in applying for an event partnership on this form.
- 2) Read the *Venue Rules & Conditions of Use* and *Event Partner Duties & Responsibilities*
- 3) Submit an *Event Partner Application*
 - a) If The Phoenix Clubhouse approves the submitted event proposal, you will be required to pay a \$50 public event fee and place a credit card on hold for any fees, penalties, damages or fines that may be incurred during or leading up to the event.

EVENT PARTNERSHIPS: DUTIES, RESPONSIBILITIES & EXPECTATIONS

The person who submits the application is the “event partner”, as an event partner you must:

1. Adhere to the *Venue Rules and Conditions of Use* and are responsible for any fees, penalties, damages, or fines incurred during or leading up to the event partnership event.
 - Event partners must remain on-site during the entire event and are responsible for managing the event. This includes making sure that venue space and equipment are being used appropriately and left clean and damage free, and that the performance schedule and performer expectations are being adhered to.
2. Fulfill all the *Duties, Responsibilities, and Expectations of Partnership*
 - Application/Pre-approval process
 - Booking & communicating with each act/performer
 - Promotions
 - Financial

The Phoenix Clubhouse reserves the right to cancel any event, at any time, for any reason, and will not hesitate to do so if the public event standards, event partner expectations or venue rules & conditions of use are not met in their entirety.

APPLICATION & PRE-APPROVAL DUTIES

Prospective event partners must submit an application that includes a detailed event proposal to be considered and approved or denied by The Phoenix Clubhouse. Depending on the nature of your event, specific details may be required before your proposal will be considered.

The Phoenix Clubhouse reserves the right to determine all final event details, including but not limited to ticket price, show time/schedule, if alcohol will be available or whether the event will be 21+ only, 18 + only or all ages.

- The minimum cover/ticket price that will be approved for an event partnership is:
 - Mon-Thurs: \$5 minimum for art classes, lectures, pop ups, etc.
 - Fri/Sat/Sun: \$10 minimum for live music/comedy events
 - Free events will not be approved for an event partnership.

All event proposals must include complete and finalized event details which include the date, time, entertainment schedule, admission cost, etc.

- Prospective event partners must provide additional information to The Phoenix Clubhouse upon request, in a timely manner. The Phoenix Clubhouse will communicate with prospective event partners by phone and email during the application process.

EVENT PARTNERSHIPS: DUTIES, RESPONSIBILITIES & EXPECTATIONS

Proposals for LIVE MUSIC EVENTS must include a finalized lineup complete with:

1) Three separate acts/performers/bands

- You must provide the following information for each act:
 - Name of each performer (first & last) and instrument
 - Promo information (band description, genre, links, location, etc.)
 - Phone & email of band contact person
 - Scheduled set length

2) At least 1 local act, band or performer (Ashland/Talent/Phoenix/Medford/etc.)

3) A cohesive lineup that includes acts who will appeal to a similar audience.

4) Schedule must include 2-3 hours of original content, music, and/or comedy performances not including set changes or sound check.

5) An event host or emcee that is responsible for introducing the acts and making announcements. Ideally this will be someone who is not performing at the event already.

- This person will be representing the event, the performers and the venue and will need to do so in a professional and friendly way.
- DJ is required at all hip hop events and must receive tracks from each act by email or flash drive before the event begins. No phone tracks will be allowed during a live set.

6) All other proposed event details: Date/Time/Cover/Etc.

- The event partner must provide additional information as requested by phone/email.

PROMOTIONAL DUTIES

Event partners must design, print and distribute event flyers and are also expected to participate in online promotions and ensure that the approved acts, bands, etc. contribute as well.

1. Event partners must create an event flyer design and send a digital copy to be approved by The Phoenix Clubhouse at thephoenixoregon@gmail.com
 - Event flyers must include approved details:
 - Date, time, ticket info, lineup, venue info, etc.
2. Event partners must print at least 30 color copies of the final approved event flyer on size 8.5x11 in paper with ample time for distribution.
 - Distribute 15-20 flyers in high traffic areas in Ashland and Medford.
 - Deliver 10-15 event flyers to The Phoenix Clubhouse during any public event or by appointment.

EVENT PARTNERSHIPS: DUTIES, RESPONSIBILITIES & EXPECTATIONS

BOOKING, COMMUNICATIONS & EVENT MANAGEMENT DUTIES

1. Event partners must create a compensation agreement between themselves and each act/performer before applying for partnership.
 - a. This agreement must be in writing between the person responsible for an event partnership and each individual person, band or group who will be providing entertainment or other services at the event.
 - b. This agreement should be finalized before an EP application is submitted.
 - c. This agreement should include payment details and all performer expectations and responsibilities (promotion duties, performance details, schedule & equipment info.)
2. Send each act/performer a written copy of the approved event schedule, performer expectations and promotion information. Each act is expected to contribute to the promotion efforts before the event and arrive prepared and on time the day of.
3. Ensure each person or performer involved in the event production reads the *Venue Rules & Conditions of Use* and *Performer Expectations* before they agree to participate in the show and you submit the application.
4. Inform each act that the event will be set up as a door split agreement between the event partner and The Phoenix Clubhouse however the event partner (you) is 100% responsible for compensating the acts and performers.
5. Ensure that all acts/performers abide by the approved schedule and performer expectations set forth by The Phoenix Clubhouse.
 - a. Failure to comply with the event schedule or performer expectations in any way, by anyone, may result in the immediate cancellation of the event, additional fees and penalties owed to The Phoenix Clubhouse, and the immediate forfeiture of the event partner's rights and entitlements to any percentage or amount of money collected from ticket sales or admissions.

FINANCIAL RESPONSIBILITIES

Event partners are responsible for all of the following:

1. Paying or compensating each individual person, band or group who provides entertainment or other services at the event

EPs must create a compensation agreement between themselves and each act/performer.

 - a. The agreement must be in writing between the person responsible for an event partnership and each individual person, band or group who will be providing entertainment or other services at the event.
 - b. The agreement should be finalized before an EP application is submitted.
 - c. The agreement should include payment details and all performer expectations and responsibilities (promotion duties, performance details, schedule & equipment info.)
2. Cost of printing at least 30 event flyers (8.5x11/color) and delivering/distributing in Medford, Phoenix and Ashland.

EVENT PARTNERSHIPS: DUTIES, RESPONSIBILITIES & EXPECTATIONS

3. Public event fee (\$50) owed to The Phoenix Clubhouse before promotions or sales begin.
 - a. Must place a CC on hold for incidental charges and fees.
 - Any damages or repair costs
 - Event cancellation fee
 - Misuse of venue space & equipment fees
 - Rental fees for any additional equipment or space use that is not included in the approved application details (extra hours, chairs, amps, etc.)

Event partners are entitled to receive 50% of the money collected from ticket sales or admissions only if all the duties, responsibilities and expectations of partnership are fulfilled and the rules and conditions of use are met.

- If an event partner fails to meet all of the requirements they immediately forfeit their right to 50% of the proceeds to The Phoenix Clubhouse, who can either keep 100% of the money collected from ticket sales or distribute the forfeited 50% of funds at their sole discretion.
- You are still 100% responsible to comply with any compensation agreements between you and the performers, and to pay any fees, penalties or damages owed to The Phoenix Clubhouse even if you forfeit your right to 50% of the money collected.

The Phoenix Clubhouse is entitled to at least 50% of the money collected from ticket sales and is responsible for providing the venue space, staff, equipment, and event promotions agreed to before the event.

WHAT THE PHOENIX CLUBHOUSE PROVIDES EVENT PARTNERS

Venue Space & Equipment:

Generally includes a small stage with monitor speakers, a sub-woofer, main speakers and a white oak dance floor. Table and chair options available.(49 person occupancy)

- Only the specific venue space, equipment and staff that are requested on the application or are approved in writing before the event will be included as part of the EP agreement. Any other venue hours, staff, or equipment use that is not pre approved will result in additional fees or charges owed from the EP to The Phoenix Clubhouse immediately and charged to the CC saved on file.

The event will be promoted:

1. On The Phoenix Clubhouse website under the *Upcoming Events* page.
2. In online and print event calendars such as The Rogue Valley Messenger, Jefferson State Vibes, Mail Tribune and Evensi.
3. On The Phoenix Clubhouse Facebook, Instagram, and Twitter pages.
4. In person at our weekly open mic and other public events.
5. The Phoenix Clubhouse will distribute 10-15 printed event flyers in Phoenix and Talent.

EVENT PARTNERSHIPS: DUTIES, RESPONSIBILITIES & EXPECTATIONS

Onsite Venue Staff:

Depending on the availability of onsite staff, someone may be able to:

- Capture pictures and videos during the event and make them available online.
- Organize and provide the opportunity for up to 5 people to join a street team. Street team members will carry out various promotion duties including flyer distribution, ticket sales and online social media posts in exchange for free admission to the event. Any promotion team duties will be in addition to the activities carried out by the event partner, The Phoenix Clubhouse, and the acts/performers on the lineup.

Sound Technician: Available before and during the event to operate the sound board and direct sound check.

Stage Technician: Available before the event and in between acts to get equipment plugged in and to assist with sound check.

Door Person: Available to sell tickets and give out wristbands to attendees during the event. The Phoenix Clubhouse will provide till change and wristbands for the door.

- Depending on the availability of staff and volunteers, one person may be responsible for running the door, sound board, stage and promotions.

Alcohol Service: If alcohol will be sold during the event additional time will be needed to plan and promote after the event partner application is approved (at least 30 days).

Unless other plans are submitted and approved on the event partner application, The Phoenix Clubhouse will obtain a TSL from the OLCC, pay the fee, and purchase the alcohol and supplies. The Phoenix Clubhouse will serve the alcohol and receive 100% of the profits from alcohol sales.

Staff may need to remain at the bar, by the door or outside the venue to check ID's which may affect their availability to assist with sound, stage and video work.

The person responsible for a public rental or event partnership must ensure that all acts/performers abide by the approved schedule and performer expectations set forth by The Phoenix Clubhouse.

Failure to comply with the schedule/performer expectations in any way, by anyone, may result in the immediate cancellation of the event, additional fees and/or the forfeiture of up to 100% of the event partner's expected earnings from the event.

PERFORMER EXPECTATIONS

All acts and individual performers agree(s) to:

- Perform original material only during the event.
- Notify the event partner or person responsible for the event, if they are scheduled to perform at a different venue in the Southern Oregon area, within 2 weeks of the proposed date. Information about other events scheduled in the area will need to be included on the application so it can be considered before the event details are approved.
- Not to schedule any additional events in the Southern Oregon area within 2 weeks of the event scheduled at The Phoenix Clubhouse.
- Arrive at least 1 hour before the doors open to the public, for load-in and sound check
- Remain on-site until after their set/performance.
 - We encourage all performers to support the other acts on the lineup and to interact with the crowd before and after their set.
- Provide all of their own equipment needed to perform during the event including amps, instruments, microphones, stands, cables and merch table.
- Be responsible for monitoring and managing their own merchandise displays and sales during the event. The Phoenix Clubhouse is not responsible for any loss, theft or damage.
- Participate in and assist with promotion efforts online, in person and at the event.
- Maintain a professional attitude and demeanor at all times.
 - Excessive or underage drinking, physical or verbal abuse of any kind, to anyone and the use of illegal drugs are all examples of unacceptable behavior that will not be tolerated by The Phoenix Clubhouse under any circumstance.
- Not to have food or drinks onstage (water in a spill proof container is the only exception).
- Negotiate a fair compensation agreement for themselves with the event partner, or person responsible for renting the space and/or producing the event before agreeing to participate.
 - The Phoenix Clubhouse and it's owners, employees, volunteers and agents are not responsible for compensating any acts, performers, bands, producers, or individual artists unless a specific contract has been agreed upon before the event.

Please contact the venue immediately if you have any questions, concerns or complaints about your compensation or anything else related to a performance at The Phoenix Clubhouse.