

BIG DIPPER *PRIVATE* EVENT USER AGREEMENT

VERSION 12/5/08

RAWK THE INLAND NORTHWEST
A 501(c)(3) NON-PROFIT CORPORATION

Calendar Booking Contact:

Holly Wohr

253.232.8030

hollydwohr@yahoo.com

Basic Booking Procedures (Strictly Followed):

1. Contact Holly Wohr for event scheduling and to discuss your event.*
2. Read and initial each requirement of the agreement listed below.
3. The following User Agreement contract signed **no less than 2 weeks** prior to engagement.
4. Deposit by cash or money order due at time of contract signing

**No date will be held until an agreement is signed and deposit received, your show is not considered "booked" until then.*

PRIVATE EVENT RENTAL COSTS:

Minimum \$400 Rent for 8 hours, minimum \$450with sound (plus any sound tech fee)	
<input type="checkbox"/> \$200	Rent to venue owner
<input type="checkbox"/> \$50	Utilities
<input type="checkbox"/> \$150	Venue management
<input type="checkbox"/> \$50	Optional sound system rental
<input type="checkbox"/> \$variable	Optional approved sound tech
<input type="checkbox"/> \$50	Optional add on for professional lighting tech
<input type="checkbox"/> \$tbd	Additional security, if required
_____	TOTAL
_____	DEPOSIT \$250
Date paid	

Organizer signature/date

<i>Private event time schedule</i>	
	Arrival
	Set Up
	Doors Open
	Clean/Load Out
	OUT
<i>Noise curfew 10:00 PM</i>	

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RAWK the Inland Northwest, as lessee of the premises, agrees to provide the facility for private events as licensed by the City of Spokane, and Organizer, _____, proposes the use of the Big Dipper for an event of the following type _____ on _____, from the hours of _____ to _____, at a cost of _____ (including _____ variable cost such as sound tech) which has been agreed upon by RAWK and the Organizer. RAWK the Inland Northwest, offers the following terms which are agreed and acknowledged by Organizer, as follows:

1. Optional: RAWK shall provide concert sound system for the house consisting of main and monitor speaker cabinets, amplifiers, and outboard equipment, microphones and stands, and other accessories. Any special needs shall be discussed one week in advance with Organizer and RAWK. Organizer shall be prepared to provide all necessary cables to make your instruments, DJ gear, etc compatible with our system. _____(initial)
2. Optional: RAWK shall provide a sound technician from the RAWK-approved list of sound techs (paid at the fee of _____ with approval of fee by Organizer), but Organizer shall provide sound crew support and be responsible for any necessary backline setup and arranging stage instrument amplifiers and microphones for instruments and vocals, working in conjunction with the sound tech. All sound checks shall be at the sound tech's discretion. _____(initial)
3. If sound is utilized, Organizer and/or performers shall be responsible to provide all stage equipment beyond the basic venue equipment and if necessary may provide a sound board technician, but only as prearranged. _____(initial)
4. Organizer agrees to pay the minimum use fee of \$400 for the engagement, or \$450 with sound system use (plus variable and add on optional costs). There shall be a deposit of \$250 by cash or money order payable to RAWK in advance at the time of the booking and signing of this agreement. The

balance shall be paid promptly at the beginning of the event. There shall be no cancellation charge if it is made at least 72 hours prior to the event. Otherwise, there shall be a \$100 cancellation fee due with the balance of the deposit refunded. No outside primary sound system will be allowed, unless the house system can be left in place. _____(initial)

5. Any hourly additions (full and partial) to the 8 hour time table listed above will be added at a rate of \$50 per hour to rent as listed in #4.
_____(initial)
6. RAWK shall be responsible for normal wear and tear to RAWK sound equipment if utilized, but Organizer shall be responsible for any equipment damage caused by abuse. _____(initial)
7. Any special accommodations required by the Organizer shall be placed in writing to RAWK **not less than one week prior to the event.** Any special request inside of one week prior will be at RAWK's discretion in order to provide sound and staffing. _____(initial)
8. **Under no circumstances will alcohol be served nor consumed on the premises** before, during or after the show by Organizer, performers, or attendees. No exceptions. Entry of these individuals will be denied if obviously intoxicated _____(initial)
9. RAWK shall be responsible to provide premises access, and it **shall provide two RAWK staff personnel** for purposes of complying with this agreement and the requirements for the licensing of the venue. Duly authorized representatives of RAWK shall be allowed entrance.
_____(initial)
10. Optional: RAWK may be entitled to provide and sell concessions during the event, at discretion of Organizer. _____(initial)
11. The Big Dipper does not have a Class Type 1 hood system. (Type 1 = A kitchen hood for collecting and removing grease vapors and smoke). What this means is no heating or cooking of food which produces grease vapors

shall be conducted at this location with the existing system. The only activity allowed shall be warming of food. _____ (initial)

12. **Organizer shall be responsible for general clean up of the premises,** and shall provide not less than three (3) persons to ensure the orderliness and cleanliness of the premises at the time they vacate after the conclusion of the event. _____(initial)

Dated: _____

RAWK

ORGANIZER

ORGANIZER CONTACT INFORMATION:

NAME: _____

ADDRESS: _____

PHONE: _____ CELL: _____

EMAIL: _____

DRIVERS LICENSE NUMBER: _____