

# **100 CLUB**

## **FAQ**

**Q: Please send me your Venue Tech Spec (Sound, lighting, stage size, Barrier etc).**

**A:** Ruby sends over the Venue Tech Spec with all booking confirmations. You can also find it on our website. We do not permit the use of barriers at the venue.

**Q: Parking Information for the bands as close to the venue as possible. Additional Load in information.**

**A:** Ruby will send over the load in information sheet upon the booking confirmation.

You can load into the venue from the back of Berners Place (off Eastcastle Street) W1T 3AE.

HEIGHT RESTRICTION TO BERNERS PLACE IS 3.2 METERS

Polite Notice: Our loading area is residential, please load out promptly & quietly.

You can park for free behind the venue at Berners place from 6.30pm, and prior to that cars can be parked around the corner, and you can pay and display where there are spaces available along Eastcastle Street.

The nearest NPC is Brewers St.

There are 32 steps from Berners Place down into the venue. The stairway is 1.14m across at its smallest point. We do not have problems with loading in any additional equipment.

**Q: Production Office Availability for the show rep - Does it have printing facilities available for me to use?**

**A:** Yes, we have an office at the venue for show reps. This is lockable and you will be given a key for the evening. Please bring your own printer and paper. If you can't, there will be a £5 charge for use of our facilities.

**Q: Load in times?**

**A:** Our standard load in time is 3pm. We can provide earlier access dependent on the show. This will be an additional £20 an hour to cover the cost of our engineer.

**Q: Curfew? Live band curfew?**

**A:** Our typical show curfew is 11pm, however this is flexible to suit your show. We have a license until 3am so if you wish to have a later curfew, this is not a problem. Regardless of the gig's curfew, the live music curfew is 11pm due to our neighbors. DJs can continue past this. Any additional staff costs will need to be covered if the gig is longer than usual.

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### **Q: Load out times?**

**A:** Live bands will need to load out at 11pm. The latest for our staff to see crew out is an hour after the gig's curfew. This is flexible and dependent on how you would like the night to run.

### **Q: Kitchen Facilities?**

**A:** We do not have a kitchen at the venue. We have a kettle and mini fridge in the greenroom. We can supply mugs, cups, and glasses, but we have no crockery or cutlery. Both recycling and rubbish bins are available.

### **Q: Dressing Room?**

**A:** We have one greenroom for all artists to share on the night of a show. It has a sofa, several chairs, a mini fridge, kettle, mirror, clothes rail, and an arcade game.

### **Q: Merch?**

**A:** We have a trestle table for you to use to sell merch at the 100 Club. Typically, it is set up between the greenroom and the entrance. There is no charge to sell merch at the venue. If you need us to organise a staff member to sell the merch for you, their fee is £60.

### **Q: Box Office?**

**A:** Please supply your own box office person. We do not have scanners at the venue. If you need us to supply a box office person for you, their fee is £50.

### **Q: Wi-Fi?**

**A:** We have high speed Wi-Fi at the venue. The guest access works well for the public. The private Wi-Fi password is: godsavethequeen

### **Q: Background music?**

**A:** Please send your engineer a Spotify playlist link for background music.

### **Q: Technical Engineer?**

**A:** This is show day dependent. Ruby will loop you in with your engineer during the show advance.

### **Q: Lighting Engineer?**

**A:** A dedicated lighting engineer does not come with the standard hire fee. If you would like us to get a lighting engineer in for your show, please let us know in advance. Their fee is £130.

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### **Q: Venue Point of Contact?**

**A:** If you have not been to the venue before, Ruby will be on site to see you in and show you around from load in.

### **Q: Do you provide loaders/crew to help bands?**

**A:** No, we do not provide crew. Please organise this yourself if you require them. We recommend John Henrys.

### **Q: Do you provide stage towels?**

**A:** No, we don't provide stage towels, please bring them if you need them. There is a Primark along Oxford Street.

### **Q: Are other staff provided by you such as security, box office person etc as part of the event?**

**A:** Security, bar staff, and the sound engineer is provided by us, but not a box office person. Please provide your own box office staff. If you need us to find someone we can, this would be an additional £50. We can also find a merch person for you at £60. A lighting engineer can be brought in for £130.

### **Q: What is the nearest supermarket to your venue?**

**A:** There is a Tesco on Dean Street where you can borrow a trolley to take the rider back to the venue. There is also a Sainsbury's on Berners Street which is just around the corner.