



Event Agreement

FAQ

Venue Agreement // Part 1

- Promoter Keeps Ticket Sales
 - Promoter can use preferred Ticket Platform.
- Promoter Provides Staff For Box Office
 - Promoter manages box office staff and guest check in.
 - Reentry is TBD by promoter.
- Venue Provides Security
 - Guests Must be 21+ (UP TO DATE ID / NO SCREENSHOTS)
 - NO EXCEPTIONS
 - Guests and their property will be screened for over-intoxication, weapons, and illegal substances.
 - Guests are not allowed to consume cannabis on or around property.

Venue Agreement // Part 2

- Tech Sheet
 - Promoter can use in-house gear. Additional gear required for nights performances must be provided by promoter.
 - [Review Tech Sheet here](#)
- In House LD (Lighting Designer) and Audio Tech
 - Mandatory Fee to secure date \$250
 - 100% returned if event cancelled before 45 days
- VJ (Video Jockey) is available
 - Can be provided for \$250 deposit payment.
 - 50% returned if event cancelled before 21 days
 - Outsourced VJ arrangements are possible with venue approval
- Event Cut Off / Last Track
 - Stage Manager will determine event cut off time at 1AM.
 - Our license requires Event Cut off at 1:50AM

Bar Minimums // Part 3

- Sun - Thursday
 - \$1k
- Friday
 - \$4k
- Saturday
 - \$6k

If minimums are not met, card used for deposit will be charged difference.

Additional Bar Can Be activated.

ALCOHOL VENDORS MUST BE PRE APPROVED.

Capacity / Floor Plan

- Patio Capacity - 150
- Indoor Capacity - 181
- ID Check Point Station Upon Entering Alley way
- Guest Check In Station Upon Entering Patio Area



Marketing

- EQ San Diego
 - 1271 University Ave, SD, 92103
- Social Handles
 - IG // @eqsandiego
 - FB // @eqsandiego
 - [Follow our RA](#)
- Online Event Flyer Dimensions
 - RA
 - Event Size
 - 1500 x 785
 - EB
 - Banner Size
 - 2160 x 1080
- Venue Poster Dimensions
 - 11" x 17"
- Street TV Dimensions
 - 1920 x 1080

Vendors

- All Vendors Must Be Pre Approved by venue.
 - Details and Accommodations will be discussed with Management
 - CANNABIS IS NOT PERMITTED ON PREMISES
 - Sale of Controlled Substances is NOT PERMITTED
 - Promoters Responsibility to communicate with vendors about the rules.
 - Ensure Load - In Times and Load - Outs are communicated with Venue.
- Excessive Trash and/or spilt liquids will result in cleaning fees.
 - Minimum \$250 Cleaning Fee