



## Institute Gig Information

The following information is for persons wishing to put on live music events.

The Institute is a charity (no. 1104) and has a group of volunteers (management committee) who help to keep the building running and in good order.

The rules, rates and long term future of the building rests with a group of volunteer directors. The directors appoint the management committee.

Each event in the Institute requires a person who is responsible for the event and the attendees. For a live music event, the person completing the booking form is considered the promoter and is responsible for the event. A completed and signed booking form is required for each event.

The following applies:

1. Publicising and promoting the event is the responsibility of the promoter.

The Institute volunteers will put up posters in and around the venue and promote the event through Facebook and on the Institute web site. Please email posters to [bookings@theinstitute.im](mailto:bookings@theinstitute.im).

The venue has a growing following of local patrons. Experience shows that keeping the ticket prices at or around £5 produces the biggest audiences.

2. Setting up and tidying the room before and after the event is the the responsibility of the promoter. Layout can include round tables (6, approx 60 seated), rectangular tables (8, approx 80 seated) or in rows approx 100. The room layout can be decided on the night. The promoter is expected to provide people (4 people can set out the room in 15 mins) to help tidy and clean up after the event, there will usually some of the Institute volunteers to help.

3. The promoter is responsible for providing stewards for the event, take charge of the door and admissions.

4. The Institute is not licenced for the sale of alcohol. It is permissible for people to bring their own subject to agreement with the Institute Management Committee (4 weeks notice required). The anticipated audience age profile for the event and the promoters proposed arrangements for dealing with admissions and potential incidents will be taken into account.

5. Get in:

Please call 414299 to arrange a time. The normal get in is 5pm with soundcheck @ 6pm. Earlier times can be arranged.

6. Get out:

Music licence to 11pm.

With a few helpers to tidy and clean, the get out takes about 30 mins.



**7. Gear:**

The hire fee of £100 includes PA, lighting and operators. If the promotor wishes to use their own sound engineer we are very happy to assist. If the promoter wishes to use their own PA system, there is no reduction in the room hire fee.

**8. Stage:**

D4m x W5m x H0.5m

**9. PA:**

F.O.H. JBL EON's 515XT

Monitors JBL EON's 515XT (x2)

Digital desk and stage box Yamaha LS9/16

Microphones include SM58/57's, C1000S's, DT112, and stands.

**10. Lighting:**

Desk Jester ML24

PAR cans, source 4 junior profiles (4), Robe 250AT's (4).

**11. Notes:**

The Laxey Post Office or Chemist are generally prepared to sell tickets