

CONCERTS

General

Concerts held at the Union are limited to the University Ballroom or the Campus Cafe. There are a few differences in the space that may determine where you would like to hold your concert:

<u>University Ballroom</u>	<u>Campus Cafe</u>
<ul style="list-style-type: none"> • Expected Attendance of more than 125 people. 	<ul style="list-style-type: none"> • Expected attendance for 125 or fewer.
<ul style="list-style-type: none"> • Stage Lighting is limited to general stage wash if set up in Ballroom C. 	<ul style="list-style-type: none"> • Stage Lighting is limited to general stage wash.
<ul style="list-style-type: none"> • Concerts can be of any type. 	<ul style="list-style-type: none"> • Concerts may be acapella or acoustic only due to the nature of this venue. For this space, acoustic is defined as acoustic (not electric) guitars, and no drums. If you have questions or need clarification, please contact the Union Associate Director.
<ul style="list-style-type: none"> • Setup can be with chairs, a table/chair setup, or standing room only. 	<ul style="list-style-type: none"> • Because this space is also a dining area, setup is limited to existing table and chair placement. Tables and chairs may not be moved or rearranged.
<ul style="list-style-type: none"> • Group may choose to restrict access to their event and charge admission at their discretion. 	<ul style="list-style-type: none"> • Because this is a public University dining area, groups cannot charge admission or restrict access to this area. Events in this area are to be open to ALL members of the VU Community, unless approved by the Union Director
<ul style="list-style-type: none"> • The Union does not have sound equipment suitable for concerts; sponsoring 	<ul style="list-style-type: none"> • The Union does not have sound equipment suitable for concerts; sponsoring

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In both areas, volume levels must be appropriate for the space. The Union Staff reserves the right to request that volume is lowered as to be respectful of other people and activities occurring in the Union. All concerts need to end no later than 60 minutes before the building closes to ensure all people and equipment is taken down and removed before closing. Clean-up or tear-down occurring after closing will result in a \$25/hour overstaffing charge.

Security All concerts performed on University property must have a minimum of one security guard in attendance. Arranging of security personnel and payment is the responsibility of the sponsoring individual or organization, and must be arranged through VUPD and paid for at least one week prior to the event. If VUPD has not received payment at least one week prior to the event, the Union reserves the right to cancel the reservation. If you are a student organization paying out of your organization's Senate funded account, you must contact the Senate Treasurer and have them transfer the funds prior to the 1-week deadline. Please check with VUPD regarding what account number they need the funds transferred to. VUPD will make the final decision on how many officers are necessary to ensure the safety and security of the University and its students and guests, however, the Union requires at least one. Security should be booked for the entire event with at least 30 minutes before and after the event. Please keep in mind the times you have booked security for. The event will not be allowed to either start or continue if security is not present. If you have booked security until 11:30pm, the event must end at 11:00pm.

Advisors Each group must also have a VU faculty or staff member present acting as the advisor for the event. The advisor does not necessarily have to be the group's advisor, but any non-student VU faculty or staff member that would like to assume this role for the event. This person will be responsible for helping the organization in the event of any problems and also ensure that the event occurs within the Union's guidelines. The advisor must be there from the time of admittance and stay throughout the entire event until it ends, and must sign in and out with the Union Building Manager upon arrival and departure. The event will not be allowed to start without an advisor present. If the advisor leaves before the event is over, the Union staff, with the help of security, will end the event and clear the space.

Security / Advisor Form A Security/Advisor Form is required to be filled out and turned in for all concerts booked by the Union . The form states that both an advisor and security have been obtained and that they agree to be present at the event. This form will be given out upon booking the reservation and must be returned to the Director's Office at least one week prior to the event. If the form is not turned in at least one week prior to the event, the Union reserves the right to cancel the reservation without notice, although every attempt will be made to notify the sponsoring individual/group/organization.

Exceptions The following situations will not require security detail, but will still require a faculty or staff advisor:

- Any performances that are strictly acoustic in nature.

- Events open ONLY to VU students and their guests. Sponsoring organization must provide staffing at the door checking for VU student IDs. A valid driver's license cross referenced with a VU Telephone Directory will also be acceptable. A VU student must accompany any non-VU student who attends.
- The Union Director or Associate Director reserves the right to waive the security requirement as he/she deems appropriate. You must make an appointment with the Union Director or Associate Director to discuss the event in order to have the security requirement waived.

Contracts A signed contract must be provided one week prior to the event. The contract will need to be signed by the Union Director and the Vice President for Administration and Finance. Please make an appointment with the Union Director as soon as you think you may book an act. Do not sign a contract; only the Union Director and the Vice President of Administration and Finance can sign for the university. Some performers may require certain technical specifications or other accommodations that cannot be met, or make other requests that you may not want to agree to. The Union Director has years of experience dealing with contracts, performers and agents and will be looking out for your best interests. If you do not think you need a contract signed, you must have it approved by the Union Director.

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