

# Durham Bike Co-op Events Coordinating March 2009

## **Overview**

Anyone is available to book events through one of the ten events organizers. Anyone is eligible to run to become one of the organizers / events key-holders. Events organizers are voted into the events-booking collective by other members of the group, whom will meet monthly at a time TBD. In order to run for the roll of an events organizer, the prospective key holder should complete an internship program during which s/he commits to the responsibilities of being an events organizer.

## **Policy**

BCHQ is a drug and alcohol-free space. It is incredibly important that this policy is upheld for the security of an all-ages safe space, as well as for reasons of liability and legality. It is up to the events organizer and volunteers to uphold this policy. If someone is seen with alcohol (even in their cars), they should be asked to leave the premise, as the presence of alcohol during an event undermines the benefits of being an all-ages safe space, and could get BCHQ permanently shut down.

Events can be scheduled through the use of the online events calendar or by contacting one of the events organizers.

An events organizer is the contact person for the event, and is in charge of organizing volunteers to prepare for and help run the event. S/he should be present for the entirety of the event.

The events checklist should be followed when opening and closing the space (see below).

## **Becoming an Events Organizer**

In order to become a key-holding events organizer, one should complete an internship during which s/he learns the workings of the space. The internship consists of the attendance to three events during which the prospective organizer shadows an experienced organizer, learning the ins-and outs and technicalities of holding events. S/he will fill out an application to be reviewed and voted on by the events organizers.

## **Application**

Name

Contact info

History with BCHQ / the Durham Bike Co-op

Reason(s) for wanting to become an events organizer

Will you be able to commit to making monthly meetings and booking at least one event every two months?

### **Collecting Money at an Event**

Money collecting is flexible and contingent on the nature of the event. In general, workshops, skill shares and meetings are held at the space free of charge (but donations to the coop /space are welcome and encouraged). For arts events, a volunteer generally asks for a \$5 donation, but does not turn anyone away. Unless the event is a benefit for the co-op / space, anything less than \$50 in donations is offered to the artists. After \$50 is made we take a \$30 donation for the space. If more than said \$80 is made at the door, the bike coop gets 10% of the remainder.

### **Contacting Key Holders**

We'll have a list of key holders with contact info and specific booking specialties on the bike co-op website. Folks interested in booking events can contact any of the key-holders to inquire. There will be 10 keys in rotation.

## **Checklist**

### **Doors 'n Gates**

The key issued opens the door facing Mangum St. The second gate can be opened by reaching through the bars and turning the deadbolt; the inside door is unlocked. The door facing the parking lot can be opened from the inside by removing and pulling the poles and chains. The combination for the lock on the parking-lot gate is \_\_\_\_.

### **Lights**

There is a light switch for the over-head lights to the left of the door facing Mangum St. There is a power strip under the truing table that operates the string lights and bathroom light. There are some stage lights that sometimes have bulbs. If you want rad moody stage lighting you might want to bring your own moody blue and red bulbs.

### **Parking:**

People will get towed if they park in the church lot across Mangum St. Bands can load in through the door facing Mangum St (and can park on the street if there is space), but folks should be directed to the parking lot and enter through the back door. A sign is available to post on the street directing people to the parking lot.

### **Clean-up:**

It is our responsibility to keep the space clean. Please clear out trash, sweep, and wipe down the bathroom. We take the trash bin recycling out on Thursday evenings.

### **End-of-event Checklist**

1. Lock back gate and back door
2. Put away all equipment (eg mic stands and PA speakers)
3. Sweep, take out trash, make sure the bathroom is clean
4. Leave space donation in the donation box (labeled with the date and event)
5. Turn off lights and PA
6. Lock front door