

# HIRING A VENUE

## TOP TIPS

We've pulled together this handy resource of 'top tips' for hiring a venue for your gig based on a workshop delivered by Jay Taylor on behalf of the Musicians' Union.

**I'm looking into potential venues - what should I send them when I enquire about hiring their space?**

Pull together an electronic press kit (EPK). This should include the following:

- Your music (obviously)
- Short biography
- Press quotes
- Previous and noteworthy shows
- Links to socials
- Your audience size
- Contact info

**What are venues looking for?**

They are looking for – something exciting, something with an audience (or a potential for one), a musician with a vision and commitment.



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## Before I confirm a date with the venue, what should I check out?

Research is key. Before you book a venue, you should:

- Research the venue
- Double check the date with your band members and anyone else on the bill
- Do your sums – considers costs and if you can afford to do the gig and if you will recover costs
- What roles you'll need to cover yourself on the night (i.e. who is on the door?)
- Any competition at other venues booked for that evening

## What are the key costs I need to think about before I hire a venue and put on my own gig?

- Venue hire
- Artist fees (and yours)
- Staff not covered by the venue
- Artwork for promo
- Printing (posters, flyers etc.)
- Print distribution
- Local ads
- Digital ads
- Catering
- PRS – is this covered by the venue hire?
- VAT – don't forget about this!

**Good luck!**

**Don't forget to register your event at <https://makemusicday.co.uk> and use #MakeMusicDayUK in all your social media promotions.**



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Support to develop this resource was provided by Jay Taylor on behalf of:

**MU** Musicians'  
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