

Round-Up Saloon

Guidelines for Fundraising Events, Shows and Pageants; Facility Use Agreement

TO: All Pageant Owners, Fundraising Coordinators, Show Directors, and Promoters

SUBJECT: Guidelines and minimum requirements for use of Round-Up stages.

The Round-Up Saloon is readily available and willing to be of help with most all fundraising/pageant events and efforts. We have for years, made our facility available for no cost to the producer, and have provided advertising, in-house flyers, stage signage, and backup support in lighting, video and sound work. It is our experience that we need to lay out some formal guidelines for all future shows, in order to ensure that shows are the highest possible quality, bring in good attendance, have sufficient entry contestants, and ensure that certain criteria and guidelines are followed.

CONTESTANTS:

The main dancehall stage is not a small space and requires a decent crowd of 100 or more to look busy and to bring in decent tip money and possible door donations. In order to draw a crowd, it is necessary to produce 5 to 10 contestants in pageant contests, which in like manner produce a larger crowd to watch the show. Each contestant has his or her own draw of friends and supporters, and the size of the crowd is directly affected by the number of contestants. Likewise, a show with five or fewer contestants will not likely draw a good crowd. **A minimum of three (3) contestants is required before a show at the Round-Up Saloon is permitted to proceed. If three contestants are not available at the time the show's cover charge is instituted – or curtain time for shows with no cover charge – then the show will be cancelled. Any pre-paid fees for personnel (lighting and video) are non-refundable, since those employees have already committed to working the show.**

Shows which repeat from year to year will be judged by The Round-Up Saloon by the number of contestants, and we may recommend a smaller venue based on the results of the previous year's draw. Entertainment is also a factor. Too much or not enough entertainment hurts a show. Celebrity names are always a good draw, so we encourage the use of well-known emcees and guests.

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COVER CHARGES:

Many shows held Main Hall of The Round-Up Saloon involve "donations" at the door. These are usually optional, based on the customer's willingness to donate. Turning away customers leaves a smaller crowd and smaller tip revenues.

"Cover charges" typically apply to pageant-owned events which have major overhead – such as paid entertainment and celebrity emcees. These fees go to the producer and are not regulated by The

Round-Up Saloon (please see maximums allowed, below). They are, however, encouraged to keep them low. **NOTE: If the show has fewer than four (4) contestants, then the show may not collect any kind of cover charge from customers.**

“Donation” shows are those which do not turn anyone away if they choose not to donate. Allowing them in without donation at least helps fill up the space with warm bodies, and the likelihood of tips increases with the volume of the crowd. The Round-Up does not like seeing any customer turned away, as it hurts our business also.

If a donation or cover charge is to apply, the required poster advertising the event is to state that fee clearly on the ad. Last-minute surprises are not acceptable, and the terms of the original agreement are to be followed.

Customers in the building before the beginning of the event (before cover is charged) are not required to leave the building or pay to stay in the building. These are loyal customers that patronize our establishment on a regular basis. No promoter or associate may approach these customers requiring payment to remain in any area of the building (with the exception of the designated dressing area for the event). Such actions could result in immediate termination of this contract and cancellation of the event. If a customer in the building before the beginning of the event should leave, they must then pay to reenter the event.

Pageant owners must provide bank bags and the original “bank.” The Round-Up Saloon will make change throughout the event, as needed. The promoter will also provide no less than two persons to collect the cover charge/donation (one person at the main, front entrance to the Main Hall and one person at the back door. If one of the two entrances to the Main Hall to the event is not staffed, then customers may enter the event free of charge through that entrance.

Cover charges or donations may not be collected more than one hour before the start of the event and the Main Hall cannot be “closed” at any time. The show/event must start within one hour of the time cover charges or donations start to be collected.

For non-profit shows, pageants or other events, the maximum cover charge or donation is as follows:

Sunday	
Monday	\$15
Tuesday	\$15
Wednesday	\$15
Thursday	\$15
Friday	
Saturday	

Any cover charges/donations in excess of these amounts will be donated to Round-Up Employees Benevolence Association (REBA) and are due at the end of each night’s show.

All Round-Up Employees and one non-employee guest - whether they are on-duty or not - will be permitted free admittance to the event.

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STARTING TIMES:

Pageants typically draw a different crowd from our regular customers. This pageant crowd typically starts shows later at night, as the customer following usually shows up at later hours and will stay till closing. Many of our “Charity Events” tend to start earlier, as those customers are not the “stay out late on a work night” crowd. We now offer some weeknight shows for pageant events. Wednesdays are usually open to such shows. **We prefer pageants be held on Monday, Tuesday and Wednesday nights. Any pageants held on other nights are discouraged and require explicit approval by the owners of the Round-Up before they may be booked.** We prefer these weeknight shows begin between 9:00 pm and 10:00pm. And end with crowning by 1:00am. Sunday night shows, when owner approval is obtained, may start as early as 8:00pm. These shows usually take the entire night and have built-in crowds that are supported by their own following and membership. Some early shows are encouraged to be over by 10:00pm to allow for customer dancing. **All shows must start no later than 30 minutes after their advertised starting time or, where applicable, 60 minutes after collection of cover charge/donation commences. Shows not started by this time will be cancelled.**

In no case can a pageant’s crowning take place later than 1:00.

After the crowning has taken place, collection of cover charge/donation must cease.

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“FOR PROFIT SHOWS:”

The Round-Up Saloon requires a \$150.00/night donation to R.E.B.A. (Round-Up Employee Benevolent Association) for shows which make a profit for themselves. This primarily applies to pageants. We feel that the effort our employees make towards the success of these events is deserving of some compensation to the 501 (c) 3 group. It is not a fee from The Round-Up Saloon, it is a donation to R.E.B.A. **This donation is to be made before the start of each day of the event– no exceptions.** We feel that we bend over backward to make these shows possible and successful. The Round-Up Saloon always has and will continue to provide advance advertising of your event, in-house promotion (video messages), signage on stage, stage decoration, excellent dressing room space, available spotlight person (\$50/night charge) , available videographer (\$75/night charge), sound system, DJ, sound management personnel, and floor service. We consider this donation to REBA to be a reasonable fee for the use of our facility.

If your event requires the use of our spotlight and videographer personnel, then these fees must also be paid at the beginning of each day’s show.

If your event involves daytime rehearsals that require a DJ, then an additional \$75/day donation to R.E.B.A. is required (payable with the normal daily R.E.B.A. fee).

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ADVERTISING:

We find that it is advantageous to advertise all these events. The Round-Up Saloon is happy to include your events in our weekly advertising, and it is important and mandatory that a poster be produced advertising your event **at least six (6) weeks in advance of your date**. The standard dimension of posters for display is 11"X17". In addition to the poster, a digital copy of the poster must be submitted in .jpeg format no larger than 350Kb so that it can be added to The Round-Up Saloon website. These files can be emailed to events@roundupsaloon.com. Producers who do not get the information to us on time for advertising purposes will be less likely to be welcomed back in future years. The same is true for attendance at your event. Poorly attended events reflect on the producers of the event and the hosting club. Records are kept of attendance and amount of money raised for each event. Low producing events are not good candidates for additional future shows. Low producing means little income for the group, and for the host club.

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"QUALITY OF SHOW"

This community has seen far too many shows that are simply thrown together with no planning, no theme, and no central purpose. Too many shows feature the same entertainers doing the same numbers without consideration of the event or specific show. For example, if it is Christmas show, the theme should be followed by every entertainer. If it is Halloween, Mardi Gras, Easter, or other holiday show, the decorations, costumes, the numbers should reflect that theme. Shows that are well planned, follow a theme, offer some decoration and memorable numbers are successful shows. Thrown together shows with no central theme are hit and miss and unlikely to hold a crowd or produce any revenue for the show or the host club. Such shows will likely be refused in subsequent years.

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EMCEE AND PERFORMER LANGUAGE:

The Round-Up Saloon *expressly prohibits* the use of and appearance of vulgarity, profanity and racially-charged language and/or themes on our microphones and stages. Texas Alcoholic Beverage Commission also has some say on this subject. There are guidelines which we must follow. The "F" word is not to be used on our microphones. Not everyone in the audience thinks that it is funny to use such language. All too often OVERUSED in public, it turns off many customers who happen to be

religious or are offended by use of such language. Out of respect for our customers and your guests, we insist that the language issue be respected.

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PREFORMER PROPS/STUNTS:

The following are expressly prohibited within the Round-Up Saloon:

- Water or any other type of liquid on the main dance floor
- Balloons
- Confetti
- Glitter
- Pyrotechnics, fireworks, sparklers, open flames or any other type of fire or spark-producing mechanisms
- Gasoline or other petroleum-fueled engines
- Motorized vehicles of any kind
- Screaming into the microphone
- Dropping the microphone

Repeat offenders will be barred from performing in The Round-Up Saloon. It is a reasonable expectation and demand that our facility, our property, our staff and our customers be treated with respect.

No performer is ever to go behind one of our bars. No performer is to ever help oneself to alcoholic or non-alcoholic beverages. Any and all beverages are to be obtained from a bartender only. Violation of these rules will result in removal from the club, and possible legal prosecution, and no future performances in The Round-Up Saloon.

During daytime rehearsals – and only before our doors are open for business – contestants may bring in bottled water, provided it is kept off of the main dance floor area.

No liquor of any kind is to be brought into or taken out of the club.

Performers are not to climb onto bar tops, barstools or either of our “dancer boxes” at any time.

If you desire to use a liquor bottle or beer bottle as a prop in a number, it must be pre-approved with management before the show.

Props brought in for shows should be removed that same night, or arrangements made to pick it up the following morning. Props not picked up promptly will be disposed of or become the property of The Round-Up Saloon. CDs should be marked with your name and be picked up following the show. We cannot be responsible for personal items not picked up.

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IN CONCLUSION:

It is our intention to give you the best show possible. We will do our part to make it happen, but we must depend on you, the producer, to follow through with your part of the bargain. Advance preparation, advertising, decorations, rehearsals, musical line ups, respect for everyone’s time, starting on time, keeping the show moving, and removal of personal items from the building afterwards. We expect professionalism from the producers and we intend to deliver with a professional attitude for you. We look forward to working with you and making your event a success!

ACKNOWLEDGEMENT AND AGREEMENT:

Name of Organization: _____ Date of Event: _____

Name of Producer: _____ Phone Number: _____

I have read and agree to abide with the guidelines laid out above. Failure to comply with requests could result in cancellation of the show – even a show already in progress - and revoke future booking consideration.

Producer Signature: _____ Date: _____

Round-Up Saloon Management: _____ Date: _____