



Roy's Towne Pub Entertainer & Performance Policy

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Effective Date: May 25, 2026

Venue: Roy's Towne Pub

Website: www.theroypub.com

Purpose

This policy outlines the standards, venue rules, operational procedures, and expectations applicable to all musicians, DJs, comedians, entertainers, technicians, and performers appearing at Roy's Towne Pub ("the Venue"). This includes scheduled bookings, independent contractors, guest artists, and voluntary or unpaid participants (such as open mic or Sunday jam performers).

The purpose of this policy is to ensure a safe, respectful, professional, and enjoyable environment for patrons, staff, and performers.

By accepting a performance booking, confirming a date, or taking the stage to perform at the Venue (regardless of compensation status), the performer explicitly acknowledges, understands, and agrees to comply with all terms, conditions, and rules outlined in this policy document. This policy constitutes a binding agreement for all performances at Roy's Towne Pub. Failure to adhere to these guidelines may result in the immediate cancellation of a performance, the forfeiture of future booking opportunities, or immediate removal from the stage or premises.

1. Independent Contractor Status

All performers appearing at the Venue are considered independent contractors unless otherwise required by law or specifically arranged in writing.

Performers are solely responsible for:

- Reporting and remitting applicable taxes;
- GST/HST registration, collection, and remittance obligations where applicable;
- Income tax, CPP, EI, WorkSafeBC, or other statutory remittances;
- Insurance relating to their own equipment, activities, or liability;
- Business licensing or regulatory requirements applicable to their services.



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The Venue does not provide payroll deductions, employee benefits, insurance coverage, or tax remittances on behalf of performers.

2. Payment Policy

- Performance fees and payment arrangements are determined in advance of the performance date.
- Payment is generally issued following completion of the performance unless otherwise arranged. The bartender/server will have you sign an acknowledgement of receiving cash payment – be sure to collect payment BEFORE you leave for the night.
- Where applicable, performers are responsible for providing valid GST/HST registration information.
- Any taxes, fees, remittances, or reporting obligations associated with payments received, or from direct tips, are solely the responsibility of the performer.
- Meals or n/a beverages, if provided, are discretionary or as arranged at the time of booking.
- Alcoholic beverages are not included in any form of payment.

Unpaid & Guest Performers: Participation in voluntary, open mic, or community music jam events does not constitute employment or contract work, and no performance fees will be issued by the Venue. Guest performers may collect their own independent gratuities during their specific performance time. However, guest performers hold absolutely no claim, right, or entitlement to the tip jar of the primary scheduled performer, event host, or any other artist. All tip jars must remain completely separate, independent, and tied strictly to the individual performer.

Direct customer gratuities (tip jar).

Performers are permitted to set up a physical or digital tip jar (e.g., QR codes) to collect gratuities directly from the audience. All tips provided by patrons are at the sole discretion of the customer and are the exclusive property of the performer. These gratuities are entirely separate from, and do not constitute, compensation or fees paid by the venue. The venue guarantees that no portion of these direct gratuities will be withheld, pooled, or counted toward the performer's agreed-upon performance fee or base pay. The performer is solely responsible for the monitoring and security of their tip jar. The venue assumes no liability for any lost, misplaced, or stolen gratuities.



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Confidentiality of Rates & Payment

Payment rates, negotiated compensation, and booking arrangements are considered confidential between the Venue and the performer. Public disclosure of rates, guarantees, or payment terms to third parties, including other entertainers or venues, may affect future booking opportunities.

3. Professional Conduct

Performers are expected to conduct themselves professionally and respectfully toward patrons, staff, contractors, neighboring businesses, and fellow entertainers at all times. The following conduct may result in cancellation of a performance or refusal of future bookings:

- Aggressive, abusive, threatening, or discriminatory behavior;
- Excessive intoxication or impairment;
- Harassment of patrons or staff;
- Damage to venue property or equipment;
- Conduct negatively affecting venue operations or reputation;
- Illegal activity on the premises.

The Venue reserves the right to end performances or remove individuals from the premises where necessary for safety, operations, licensing compliance, or customer experience.

4. Volume & Noise Management

Performance volume must remain appropriate for the room, audience, and operational environment.

Management reserves the right to request volume adjustments at any time for reasons including:

- Customer comfort;
- Staff communication and safety;
- WorkSafeBC compliance;
- Municipal noise considerations;
- Overall venue operations.

Failure to comply with reasonable volume requests may result in discontinuation of the performance.



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5. Alcohol & Stage Rules

In accordance with liquor licensing requirements and Venue policy, **alcohol is not permitted on the stage at any time** while being used for entertainment purposes, including during performances, breaks, setup, and teardown. This is a serious violation with liquor licensing, and we will not risk it!

The only exception is where the stage has been converted into a customer seating or dining area and is no longer being used for entertainment purposes.

Non-alcoholic beverages are permitted only in sealed or spill-resistant containers.

Management reserves the right to stop a performance or refuse service where liquor laws, safety standards, or Venue policies are not being followed.

6. Equipment & Stage Use

Performer Equipment

Performers are generally expected to provide their own instruments, cables, adapters, accessories, and specialty equipment unless otherwise arranged.

Venue Equipment

Where Venue equipment is provided:

- Equipment must be treated respectfully and used only for its intended purpose;
- Equipment may not be moved, unplugged, modified, or reconfigured without authorization;
- Existing sound system settings, equalizers, racks, and configurations must not be altered unless approved by management or staff;
- Damage caused through negligence or misuse may become the responsibility of the performer.

Stage Protection

The following are prohibited without approval:

- Duct tape or adhesives on carpets, walls, floors, speakers, or fixtures;
- Gum on or near the stage area;
- Unauthorized alterations to venue property or sound equipment.



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Performers are expected to leave the stage and surrounding area in clean and reasonable condition.

7. Sound System Operation

Where performers are permitted to use the Venue sound system:

- Equipment must be operated responsibly and within reasonable limits;
- Technical instructions provided by management or staff must be followed;
- If assistance is required, performers should request support before adjusting equipment.

The Venue reserves the right to restrict access to house sound equipment where misuse, repeated technical issues, or safety concerns occur.

8. Cancellations & Booking Integrity

Venue-Initiated Cancellations

The Venue reserves the right to cancel or reschedule performances due to:

- Emergencies;
- Severe weather;
- Staffing shortages;
- Technical or equipment failures;
- Licensing or regulatory requirements;
- Safety concerns;
- Operational requirements;
- Other circumstances beyond reasonable control.

Reasonable notice will be provided whenever possible.

Performer-Initiated Cancellations

Performers are expected to provide reasonable notice if unable to attend a scheduled booking.

Repeated cancellations, no-shows, or cancellations made to accept alternate performances elsewhere may affect future booking eligibility.

The Venue values honest and professional communication and prioritizes long-term working relationships with reliable performers.



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9. Liability & Personal Property

Performers are responsible for their own:

- Instruments;
- Equipment;
- Merchandise;
- Personal belongings.

The Venue is not responsible for loss, theft, or damage to performer property except where required by law.

Performers may be held financially responsible for damage caused through negligence, misconduct, or misuse of venue property or equipment.

10. Social Media, Photography & Promotional Content

- **Venue Media Rights:** The Venue may photograph, record, livestream, or capture portions of performances, soundchecks, crowd interaction, or related activities occurring within the premises for promotional, archival, or marketing purposes.
- **Approved Marketing Channels:** Captured content may be used by the Venue at its sole discretion across all marketing channels, including but not limited to: social media platforms, the Venue website, event promotions, digital or print advertising materials, and future promotional campaigns.
- **No Additional Compensation:** By performing at the Venue, performers acknowledge and agree that audio, video, or photographic content of their performance may be captured and used for promotional purposes by the Venue without additional compensation or approval cycles.
- **Performer Media Submissions:** Performers who prefer to supply their own promotional video or photo assets must do so in a timely manner. The Venue retains final authority over all in-house media capture and will not delay marketing schedules to wait for performer-submitted media. Performers with specific concerns regarding media usage must discuss them with management in writing prior to booking confirmation.
- **Performer Self-Promotion:** Performers are independently expected to actively advertise and promote their scheduled appearance at the Venue to their own fanbases and networks. The Venue's marketing efforts are entirely independent of, and do not replace, the performer's responsibility to drive attendance.



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- **Asset Submission Timeline:** To facilitate Venue marketing, the performer must provide a high-resolution, portrait-style digital promotional poster within forty-eight (48) hours of booking confirmation.
- **Poster Standards:** To maximize efficiency and reusability, performers are encouraged to submit high-quality, generic artwork that omits specific dates and times. The Venue reserves the absolute right to overlay the Roy's Towne Pub corporate logo, address, or branding elements onto all posters distributed via Venue-controlled channels.
- **Cross-Promotion Restrictions:** To maintain a professional presentation, the Venue will not publish, share, or co-host any promotional materials that simultaneously list multiple different venues, dates, or competing events. The performer must provide promotional assets exclusive to this specific Roy's Towne Pub engagement. Furthermore, performers are strictly prohibited from verbally promoting, announcing, or advertising upcoming performances at other local venues while on stage or performing at Roy's Towne Pub.

11. Licensing

The Venue maintains applicable licensing for overhead and live music through Entandem, including SOCAN and RE:SOUND licensing where applicable.

Certain forms of entertainment or performances may require additional licensing, approvals, or permissions beyond the Venue's existing music licensing coverage.

12. General Reservation of Rights

The Venue reserves the right to:

- Refuse or discontinue bookings;
- Modify policies at any time;
- Enforce operational and safety standards at management discretion;
- Remove individuals from the premises where necessary.

Failure to comply with this policy may affect future booking opportunities.

13. Policy Updates

This policy may be updated, amended, or modified by the Venue at any time without notice. Updated versions may be posted on the Venue website or otherwise distributed electronically.