



Ground Zero Performance Café

Performance Event Application Guidelines

- ✌️ If you are interested in having an event at Ground Zero Performance Café please fill out an application at www.usc.edu/scheduling as completely and as detailed as possible.
- ✌️ Applications must be received at least 5 weeks in advance of the earliest date you are requesting to be considered. All applications will be reviewed and processed in the order received. If you have any questions please do not hesitate to contact the Ground Zero Production Manager, gzprod@usc.edu, or refer to our FAQ on our website, usc.edu/gz.
- ✌️ There is a \$100 refundable deposit required for all events held at Ground Zero. This deposit is accepted only after your application has been received and a hold placed for your event. If your application is accepted and a hold placed for your event, your deposit will be 5 business days after your request is processed.
- ✌️ All events at GZ are free admission therefore we are unable to provide compensation to artists.
- ✌️ Bands and other purely entertainment based performers, such as improv, stand-up comedians, etc. are referred to as bookings and do not incur a rental fee. Most other events at Ground Zero are considered rentals.
- ✌️ Ground Zero reserves the right to make the final decision as to whether your event will be considered a rental or a booking. Both rentals and bookings may incur a staffing fee and rentals will incur a rental fee.
- ✌️ If you are requesting space during normal business hours, please understand that the coffee bar cannot be closed to the public. General public must always be permitted in the venue to purchase drinks to go.
- ✌️ Ground Zero Performance Café books events 7 nights a week, though some nights have different restrictions. Sunday - Tuesday is reserved for acoustic and softer acts with no drum kits and lower sound levels and is readily available for rentals. Thursday-Saturday is reserved for amplified events which generally include drum kits and higher sound levels. These nights are generally not available for rentals. Wednesday can be booked for either amplified or acoustic events and is available for rentals.
- ✌️ We require that all rentals and bookings fill out the event request form and technical information sheets, including the technical rider. We ask that events with multiple acts fill out the technical rider for each individual act. One copy per band/act please. All

copies of the technical rider must be turned in together in one packet, along with the event request. Separate supplemental forms will not be accepted and packets without a supplemental form for each act will be considered incomplete and will not be considered for a reservation.

- ✌️ Ground Zero does not provide a built in audience for events. You will be expected to promote and advertise your own event. Limited attendance may affect Ground Zero's decision on your potential for future bookings.
- ✌️ Rental rates and Staffing fees vary based on school affiliation and the needs of a particular event.
- ✌️ An estimate will be sent to you at the time a hold is placed for your event.
- ✌️ Restriction of blending for free entertainment-based bookings is at the discretion of GZ Staff.
- ✌️ If food is served at an event it is automatically is considered a rental.
- ✌️ Ground Zero only accepts payment and deposits in the form of cash, internal requisition, cashier's check, money order or credit card.
- ✌️ Acoustic groups or individual acoustic performers do not need to pay the technical staffing fee.
- ✌️ If your event requires the furniture in the venue to be rearranged, it is your (the client's) responsibility to check with the Ground Zero staff and make sure the intended set-up is approved. Once the event has ended, the client must return the furniture to its original layout. The Ground Zero staff will be the final authority as to whether or not the furniture has been correctly laid out. Failure to return the furniture to the base set up will result in the loss of cleaning and damage fees.