



DACAFTERHOURS

PRESENTS

**FOR THE
COMMUNITY**

**ORGANISER
EVENT PACK
2026**



This Event Pack brings together everything you need to know about hosting a DAC After Hours event at Dugdale Arts Centre (DAC). Please read it carefully before applying and again once your event is confirmed.

**D
A
C**

CONTENTS

- 03 About DACAFTERHOURS
- 04 At a Glance
- 05 FAQ
- 06 Terms & Conditions
- 08 External Catering
- 11 What Happens Next
- 12 Contact



ABOUT DAC AFTER HOURS

DAC After Hours is a nighttime, community-focused late event programme.

It offers community groups, charities, CICs, independent artists, and grassroots organisers the opportunity to run their own event at DAC with venue, production, and staffing support.

Our aim is to make hosting an event as accessible and supportive as possible, while ensuring events are safe, inclusive, and appropriate for a public venue.

AT A GLANCE

Fridays or Saturdays (2026)

Event time:
6–10pm

Get-in:
From 5pm

Vacate venue by:
11pm

Space:
Main foyer only

Capacity:
50 seated or 100–150 standing
To be agreed in advance

Venue hire:
Free
Subject to £500 minimum bar spend



D
A
C



4

FAQ

Do I need experience running events?

No. We welcome first-time organisers and provide production support to help you plan and deliver your event.

Is the venue really free?

Yes – DAC provides 4 hours of free venue hire and 2 hours get-in and out time. A £500 minimum bar spend applies, and the bar is operated by DAC staff.

What kinds of events can I run?

Talks, performances, social events, workshops, music, spoken word, and other community-focused activities. Events must be suitable for a public arts venue.

Can I sell tickets?

Yes. Ticketing arrangements will be agreed with DAC during planning.



KEY TERMS & CONDITIONS

D
A
C



Applications

Applications must be submitted by the advertised deadline. Late or incomplete applications may not be considered. Submitting an application does not guarantee selection.

Event timings & use of space

Events must run between 6-10pm. Get-in is from 5pm. All organisers and audience members must leave by 11pm. All activity must take place in the main foyer space only. Access to other areas of the building is not permitted and may be in use by other parties.

Capacity & layout

Maximum capacity is 50 seated or 100-150 standing. Layouts must be agreed with DAC before tickets go on sale.

KEY TERMS & CONDITIONS



Bar & alcohol

A £500 minimum bar spend applies. Alcohol sales are managed exclusively by DAC. External alcohol is not permitted.

Content & conduct

Events must not include offensive, discriminatory, or hateful content. Party-political campaigning is not permitted. DAC reserves the right to stop or cancel events that breach these conditions.

Care of the venue

Organisers are responsible for leaving the space clean, tidy, and undamaged. Any damage or additional cleaning required may be recharged.

EXTERNAL CATERING

Important Information

External catering is allowed by prior agreement only and must follow these rules:

- The DAC kitchen is not available and must not be accessed at any time.
- All catering must be fully self-contained.
- No naked flames, gas appliances, or deep-fat frying.
- No cooking or reheating that produces excessive smoke, fumes, or strong odours.
- Caterers must remove all food waste and materials at the end of the event.

D
A
C



8

EXTERNAL CATERING



Required caterer documentation

The following must be provided at least 14 days before the event:

- Food hygiene / food safety certification (Level 2 minimum)
- Allergen information compliant with legislation
- Public liability insurance (minimum £5 million)

Failure to provide this information may result in catering approval being withdrawn.



EXTERNAL CATERER AGREEMENT

This agreement must be completed and signed if your event includes external catering.

Event Name:

Event Date:

Event Organiser:

Caterer Name:

By signing below, the organiser confirms that:

- The DAC kitchen will not be used or accessed
- Catering will be fully self-contained
- All required documentation will be provided on time
- All waste will be removed and the space left clean

Organiser Signature

Organiser Name

Date

WHAT HAPPENS NEXT?

1. Submit your application by the deadline
2. Selected applicants will be invited to a short planning conversation
3. Event details, layout, staffing, and catering will be confirmed
4. Agreements will be signed and marketing shared
5. You deliver your event – with DAC support on the night.

CONTACT

If you have questions at any stage, please contact: DAC Programme Manager
Sarisha.Kumar@enfield.gov.uk

We look forward to working with you to create a great community event at DAC.



D
A
C

12