

# The Foundry Tech and equipment charges



## Add-ons

|                          |                  |                                                                             |
|--------------------------|------------------|-----------------------------------------------------------------------------|
| ~ Additional flip charts | £15.00           | *Guests must clean up after themselves or a further £100.00 fee will incur. |
| ~ Presentation clicker   | £10.00           |                                                                             |
| ~ Notepad & pens         | £2.75 (per item) |                                                                             |
| ~ External catering      | £75.00           |                                                                             |
| ~ Printing (A4 B&W)      | £.10 (per page)  |                                                                             |
| ~ Printing (A4 colour)   | £.20 (per page)  |                                                                             |

## Tech

| Item                              | Price       |           |
|-----------------------------------|-------------|-----------|
|                                   | half day // | whole day |
| ~ HDTV/ AV hire (with HDMI cable) | £55.00 //   | £85.00    |
| ~ Laptop hire                     | £55.00 //   | £85.00    |
| ~ PA system (includes 1 mic)      | £55.00 //   | £85.00    |
| ~ Additional mics                 | £15.00 //   | - -       |
| ~ Extension cables (more than 2)  | £5.00 //    | - -       |
| Hybrid Totem/ OWL camera          |             |           |
| ~ Under 20 people                 | £70.00 //   | £100.00   |
| ~ Over 20 people                  | £120.00 //  | £150.00   |



## Staffing and irregular hours

| Item                                             | Price           |
|--------------------------------------------------|-----------------|
| ~ Early access hour (8:00 - 9:00)                | £80.00          |
| ~ Flat open fee (weekday beyond 19:00)           | £80.00          |
| ~ Flat open fee (weekend)                        | £150.00         |
| ~ Staffing (1 x facilities / 1 x reception team) | £50.00 per hour |

\*Staffing is charged week days from 17:00 & ALL weekend times. An additional hour is added to both ends of the booking to allow for set up and reset.

## Please note:

- ~ \*ALL prices are EX VAT
- ~ \*ALL tech must be returned/ left in room in the same condition it was leant. Or further charges may apply.
- ~ Tenant discount applies to room hire fee ONLY.
- ~ We work with an external AV company for hire, so please enquire if you want/ need something specific.