

ADDITIONAL TECHNICAL AND STAFFING FEES

All hire fees include the services of a **Duty Manager**, **Ushers** and **Duty Technician**.

The Duty Technician will operate pre-set lighting only, assist with the connecting of your technical/electrical equipment, and problem

solve in the event of power or equipment failure.

They are not a specialised Lighting or Sound Engineer and will not design/re-design or run any shows.

Any additional requests for staffing and set-up must be confirmed in writing no later than 4 weeks before the event and incur additional charges as outlined below.

Please note all fees are subject to VAT.

STAFFING

Sound Engineer	£220 + VAT
Lighting Engineer	£220 + VAT
Stage Manager	£192 + VAT
Crew (minimum 4hr call)	£77 + VAT per person
Ushers and Cloakroom staff	£9.50 + VAT per hour per person
Security	Cost by arrangement

TECHNICAL REQUESTS & EQUIPMENT HIRE

Use of PA	£650 + VAT
Radio Microphone*	£35 + VAT per mic
Wired Microphone*	£10 + VAT per mic
Use of piano (subject to approval)	£125 + VAT (inc. 1 tune)
Additional piano tunes	£65 + VAT
Projector and screen	£250 + VAT
Removal of staging in Recital Room (except section with piano on it)	£330 + VAT
Removal of piano and all staging in Recital Room (subject to approval)	£550 + VAT
Uplighters on all pillars in the Great Hall	£450 + VAT
Festoon lighting	£1,210 + VAT
Disco lighting in Great Hall	from £165 + VAT
Rostra for standard orchestral setup in Great Hall (rostra for standard winds and brass)	from £300 +VAT
Rostra for choirs (each row 10m)	from £300 + VAT (dependent on layout)
Lighting design	POA

*Any equipment requiring use of PA requires a Sound Engineer at the quoted price.

To discuss your technical and staffing requirements in detail please contact:
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