

## HIRES

### EVENTS SUPPORTS & SERVICES

As one of London's most versatile arts and private-hire venues, we have a top team of experts who understand exactly what it takes to make your event a success.

Our talented team can offer a range of services to help create and facilitate your event.\*

### MANAGEMENT & PLANNING – LEAD UP

When you choose to stage your event at Rich Mix, we'll match you with an experienced Event Manager. They'll help you with every aspect of your event, from setting the plans in motion at the very start to ensuring everything goes perfectly on the day itself; liaising and briefing with relevant staff.

### STAFF – ON THE DAY

On the day of your event, your Event Manager will have briefed our Duty Manager who oversees all events running at Rich Mix on a day; managing front of house staff and being responsible for visitor experience etc. However, maybe you need:

EXPERT STAFF – SERVICES AVAILABLE	COST PER HOUR EXCLUDING VAT
Event Co-ordinator – dedicated to your event only	£25.00 (minimum 4 hour call.)
Technical – audio visual, lighting, projection, IT	£30.00 (minimum 4 hour call.)
Security – approved and fully licenced	£20.00 (minimum 5 hour call.)
Front of house / Guest services – ushers, cloakroom facilitators, hosts, etc.	£15.00 (minimum 4 hour call.)

### CATERING

Our tried and tested catering suppliers offer a delicious range of food styles to suit all tastes, from casual street-food to high-end cuisine.

You can download our current caterer pack [here](#)

\*Discounts and further Package Options may be available to Corporate Members. Please enquire with the Events team when making your booking if you would like to become a Rich Mix Corporate Member.



**COLLABORATE WITH US ON CREATING YOUR EVENT.**

EVENTS@RICHMIX.ORG.UK

020 7613 7495

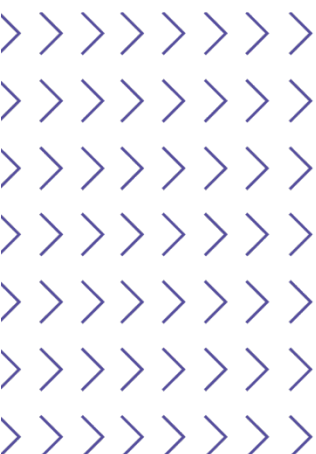
## TECHNICAL

We offer full technical support services to include public announcements (PA), audio visual (AV), sound and lighting. Our technicians can be on-hand to service all your event requirements.

### Staff costs quoted above

ITEM	DETAILS	HIRE PRICE EXCLUDING VAT	QUANTITY
<b>CONFERENCE AV</b>			
Projector	Panasonic PT DZ770EK WUXGA / 7000 lumens	£75.00	1
Projector	Panasonic DT-LB90 3500 LMS	£55.00	1
Touch Screen Monitor	iyama TE6568MIS-B1AG 4K	£55.00	1
Seamless Switcher	Kramer VP728	No charge	1
P.A incl Lead Mic	Mixer, speakers and all connections	£65.00	1
Microphones	Lead (Shure SM58, Shure SM57, AKG 901)	£30.00	15
	Lectern (AKG CGN 99 Gooseneck)		
	Radio (Senneiser EW145 Hand Held Microphone, Senneiser SK 100 body pack with either lapel or headset)		
Plasma Screen	NEC MultiSync E554 55" LED Screen	£65.00	2
Wi-Fi Connection	Total capacity 20MB	No charge	
Fibre-Optic Broadband	Total capacity 100MB download	£180.00	
Up-lighters	Smartbat portable battery LED RGB uplighter	£15.00 each	9

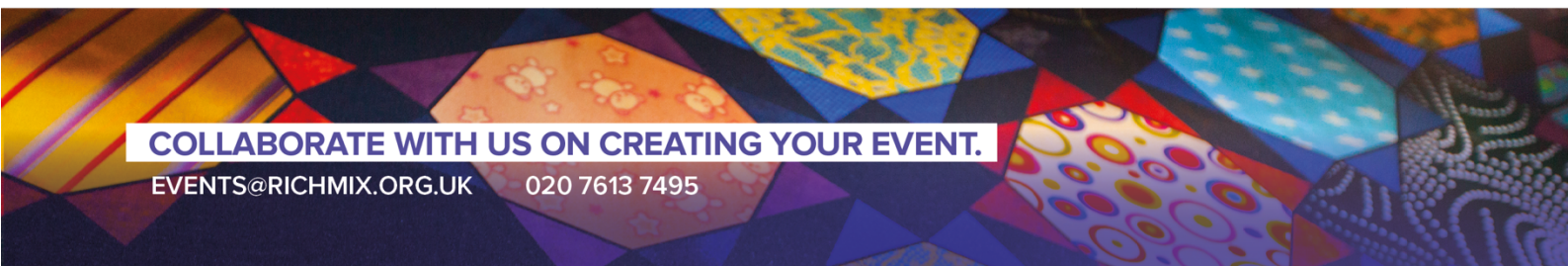
ITEM	DETAILS	HIRE PRICE EXCLUDING VAT	QUANTITY
<b>LIVE PERFORMANCE AV</b>			
DI Boxes	Technics SL 1200	£10.00 £45.00 each	10 2
Turntable	Technics SL 1210MKS	£35.00 each	2
CDJ Player	Pioneer CDJ2000 The Stage only	£30.00 each	2
CDJ Player	Pioneer CDJ 1000	£30.00	1
DJ Mixer	Pioneer DJM850D Pioneer DJM600DJ	£25.00	1
Backline	Includes: Drums (no breakables) Guitar amp Bass amp	£150.00	
Monitor Speakers	For live music events	£30.00	8 – The Stage 1 – Portable



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ITEM	DETAILS	HIRE PRICE EXCLUDING VAT	QUANTITY
<b>FURNITURE HIRE</b>			
Staging	1m (l) x 1m (w) x 30cm (h) each piece	£15.00 per piece	12
Poseur Tables	Tall bar table 60cm (d) circ. Top x 102cm (h) excluding linen	£7.50	6 x wine red 3 x black
6ft Round Table	Unfinished surface	£7.50	10
4ft Trestle Table	Unfinished surface	£7.50	3
6ft Trestle Table	Unfinished surface	£7.50	14
Café Table	Wooden	£7.50	7
Low Coffee Table	Wooden 37cm (h) x 80cm (l) x 55cm (d)	£7.50	5
Black linen	90 x 90cm square / 120cm circular	£7.50	Square: 20 Circular: 10 Poseur: 10 Café table: 7
Folding Chairs	Black folding chairs	No charge	290
	Cushioned Folding Chairs	£1.00 per chair	100
Black Tub Chair	Leather	£7.50	4
Black 2-Seater Sofa	Leather	£7.50	6
Black Cube Seat	Leather	£7.50	Single: 4 Double: 2
Bar Stools		£15.00	6
Flip Chart	Includes pad and 2 pens	£15.00	6
Lectern	Light wood, Perspex front 1220cm (l) x 500mm (w)	£25.00	2
Coat rails with hangers	Black coat rails 180cm (l) *staff to manage cloakroom - charged additionally	£15.00 per rail	10

**Please note that equipment is shared between Rich Mix spaces and is subject to availability.**

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## MARKETING & BOX OFFICE

In support of your private-hire event(s) hosted at Rich Mix, for a fee our marketing and box office teams can carry out the following promotional and sales-led activity.

SERVICES AVAILABLE	COST EXCLUDING VAT*
Ticket your event – dedicated box office service and personalised tickets	£varies depending on number of tickets and complexities
Screen holding slide artwork – audio visual, lighting, projection, IT	£50.00
Create a hidden web page on our website with your event details – including booking or RSVP mechanism, so could be used in invites	£200.00
List your event(s) on our website, if deemed appropriate – not hidden	£300.00
Brand activation & Outdoor advertising (large scale) -Vinyl panel by entrance on Bethnal Green Road – single [insert size] and double [insert size] -Projection onto our building, Bethnal Green Road side -Street Art Campaign on Redchurch Street	Single - £300.00 Double - £550.00 From £1,000.00 From £20,000
Display any related promotional flyers / leaflets / brochures in venue – up to 500 copies max. A5 format preferable (if deemed appropriate)	£100.00 per week £50.00 on day of the event
Display any related A3 promotional posters on the day/ evening of the event	No charge
Include the Event(s) in our regular press listings to local, specialists and arts and cultural outlets (if appropriate)	£100.00
Post some organic social media support via our Twitter and Facebook channels (if appropriate and if there is availability in our schedule)	1 post = £50.00, scaling up depending on number of tickets and complexities.
Instagram stories take over (if appropriate and subject to availability)	£150.00 for 1 story over 4 hours.
Facilitate paid targeted advertising via Facebook / Instagram / Twitter	£subject to requirements

**Marketing costs: Subject to availability. Costs include staff time and production. Advertising costs are per week unless otherwise state.**