

## 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.

To see our full catering pack please email [events@richmix.org.uk](mailto:events@richmix.org.uk)

\*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](mailto:EVENTS@RICHMIX.ORG.UK)

020 7613 7495

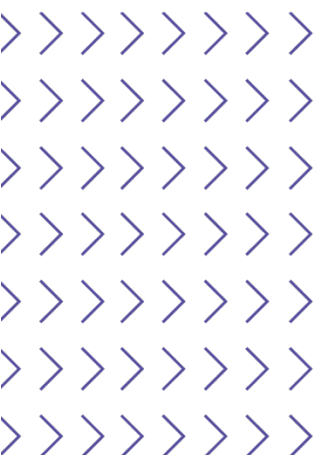
## TECHNICAL

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 – The Mix
Touch Screen Monitor	iyama TE6568MIS-B1AG 4K	No charge	1 – The Boardroom
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 Shared	No charge	
	Total capacity 20MB Private	£50.00	
Fibre-Optic Broadband / Hardline	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 each	10
Turntable	Technics SL 1210MKS	£45.00 each	2
CDJ Player	Pioneer CDJ2000	£30.00 each	2 – The Stage
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 2 – 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
Black Tub Chair	Leather	£7.50	4
Bar Stools	Wood seat and Metal frame	£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)	£15.00 per rail *staff to manage cloakroom - charged additionally	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 ticketing and promotional activity.

SERVICES AVAILABLE	COST EXCLUDING VAT*
Ticket your event – dedicated box office service and personalised tickets	From £150
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

**We do, on occasion, offer other marketing services (e.g print, press, social media and advertising). This is subject to confirmation and availability from our marketing team and will incur additional fees. Please do contact the Events Team if this is something you're interested in.**