

Audio Visual Tariff

2013

We aim to make your events as hassle-free as possible and so **your meeting room hire includes:**

- Complimentary WiFi access for all delegates, organisers and speakers
- screen with a stand if necessary
- projector
- flipchart and pens.

When you hire our main **Lecture Theatre** or **Council Chamber**, we also include:

- Dedicated technician
- laptop
- use of all built-in AV equipment.

Our award-winning events team and dedicated technicians can also work with you to create a bespoke AV package. This can include any of the below or speak to your coordinator for more details.

Audio Visuals:

Desk-top lectern	£10.00 + VAT
Free-standing lectern (with light & microphone socket)	£48.00 plus VAT
Easels – message boards	Complimentary
Extension lead	Complimentary
Flip chart (with 4 coloured pens & 1 pad)	1 included in room hire Additional: £25.00 + VAT
Flip chart (with 4 colour pens & low tack paper suitable for wall mounting)	£40.00 + VAT
Radio cue light (<i>*requires additional technician to operate PowerPoint</i>)	£105.00 + VAT
Remote mouse / laser pointer	£16.00 + VAT
Traffic Light system	£105.00 + VAT
CD player for use with mixing desk, amplifier & speakers	£21.00 + VAT

Microphones:

Radio microphone – LAPEL	£65.00 + VAT
Radio microphone – HANDHELD	£65.00 + VAT
Top Table/Lectern	£30.00 + VAT

Audio Visual Tariff

2013

Audio Recording:

Audio record onto standard CD, MP3 or similar digital format, whereby price includes 1 x 2GB USB memory storage device per event, per day
(* Theatres only)

£ Included with theatres

Projection / Display:

LCD data projector (for use with laptop computer)

1 included in room hire
Additional: £200.00 +VAT

High specification laptop computer with Microsoft Windows XP & Office XP

£150.00 + VAT

40" LCD screen & stand

£250.00 + VAT

DVD player

£50.00 + VAT

Projection screen for meeting rooms

1 included in room hire
Additional: £40.00 + VAT

Voting system

£POA + VAT

Telecommunications:

External BT phone line for UK calls only

£45.00 + VAT

Polyspan audio conference unit including UK calls only

£65.00 + VAT

Audio PA Systems:

2 way speaker BOSE PA system that includes a lapel plus 6 channel sound desk, 1x speaker pair.

£250.00 + VAT

4 way speaker D&B PA system that includes a lapel plus 14 channel sound desk, 2x speaker pair, graphic EQ

£450.00 + VAT

Audio Visual Tariff

2013

Filming / Video Coverage:

High Definition recording / editing	£POA + VAT
Live feed to screen	£POA + VAT
Multi-camera recording / editing	£POA + VAT
Single camera recording (minimum of 5 hours) <i>recording onto DVCAM tape, including operator</i>	Hourly price from: £130.00 + VAT

Web Casting / Video Conferencing:

Live web hosting, filming & content design	£POA + VAT
Multi-site video conferencing	£POA + VAT
Live event recording <i>Includes audio, video and slide capture - ready for upload</i>	From £2415.00 + VAT
Multi-screen recording and webcast for up to 150 remote users: <i>Includes a copy of the recording on disk at the end of the event</i>	From £2995.00 + VAT

Set / Staging:

If you need bespoke packages and something a bit more creative, our onsite AV team can offer the following services:

- Audio Visual production
- Set and stage design
- Multimedia presentations
- Lighting design
- Project management
- Conferences
- Award ceremonies
- Fashion shows
- Product launches
- Road shows
- AGM's
- Hospitality

A comprehensive range of stock-sets and bespoke staging options are available, please contact the audio-visual department for a quotation.

Technician Rates:

Additional dedicated technician support (minimum of 5 hours)	Hourly price from: £55.00 + VAT
--	------------------------------------

IET London: Savoy Place reserves the right to change the Audio Visual tariff without due notice.

T: +44 (0)207 344 5479 | E: savoyplace@ietvenues.co.uk | T: www.twitter.com/ietvenues