
Audio Visual Design & Production at the QEI Centre

2019-2020 Rate Card

LABOUR

AV Technicians	
Day rate, 0800-1730	£360
Additional hours, per hour, per person	£45
Early morning transport allowance	£50
Accommodation	POA

Specialist Technicians	
Client liaison technician	£360
Camera operator	£360
Other Specialists	£400
Production/stage manager from	£500
Producer/show caller from	£500

STAGING

Stage Sets – per day	
64' x 11' (19.5m x 3.35m)	£3200
44' x 11' (13.4m x 3.35m)	£2200
28' x 9' (9.14m x 2.74m)	£625

Lecterns	
Black covered lectern	£70
Coloured re-covering of lectern	£70
Perspex Lectern from	£115
LED Lecterns from	£225

Top Table Modesty Panels	
Custom felted modesty panel - top table of 2 people	£150
Custom felted modesty panel - top table of 4 people	£188
<i>Other sizes on request</i>	

DANCE FLOORS

18' x 18' light oak parquet, from	£680
21' x 21' light oak parquet, from	£745
20' x 20' (white/black starlight), from	£1120

SIGNAGE - PRINT

Signage - print	
Lectern logo – 'in pro'/full front, from	£55/£80
Stage set logo	POA
Canopy sign 11675 x 1300 mm excluding advertising space hire	£988

DIGITAL SERVICES

Foyer Video Wall	
<i>Shared facility on 30 second loop</i>	
Client-supplied content (no audio) – per day	£275

Signage - digital	
Uploading of event logo plus plain black text on white background	FOC
Uploading registration screen(s), client-supplied content/item	£10
Uploading room screen(s), client-supplied content/item – Jpeg	£10

Registration screen, minimum charge for artwork manipulation	£45
Minimum charge for artwork manipulation	£45

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Custom moving dynamic content	POA
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Social Media	
Twitter	
Twitter display service, with moderation facility (Client Moderator) using our template layout – includes one hour of design, from	£175
Subsequent days, from	£50
Moderator's tablet	£40
Set visuals	POA
Custom layouts	POA
Audience Response	
Audience response system -Bring Your own Device (BYOD)	POA
Handsets	POA
Webstreaming	
Live webstreaming	POA
Links to microsite, password protection	POA
Edited highlights, video editing	POA
Labour – content design/creation	
Per day: 8 hours	£360
Half day: 4 hours	£180
Per hour	£45
Event Applications	
Web event apps - standard	FOC
Event App customisation	POA

SCREENS

Screens 16:9	
In situ screens	£60
8' 8"x 4'11" (2.64m x 1.49m)	£110
10' x 5'9" (3.05m x 1.75m)	£130
11'8" x 6'7" (3.56m x 2.01m)	£140
14' x 8' (4.27m x 2.44m)	£150
16' x 9' (4.88m x 2.74m) front or rear	£360
18' x 10'1½" (5.48m x 3m) front or rear	£425

LIGHTING

Generic Lighting (per event)	
Basic conference lighting kit (6 x lamps, lighting control & dimmers)	£275
Additional generic lamps from	£35
Custom audience lighting	POA

LED Lighting (per event)	
LED batten, per unit	£60
LED Source4	£90
LED Uplighter	£45

Intelligent Lighting (per event)	
Moving lights (set of 11) - Churchill	£770
LED starcloth – Churchill	£495
Individual intelligent lights, from	£125
Hazer, with fluid	£95

Gobos (per event)	
Delivery/handling - per job, from	£10

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Catalogue metal	£16
Catalogue monochrome glass	£45
Catalogue single colour glass	£110
Catalogue two colour glass	£180
Catalogue full colour glass	£215
Custom metal	£65
Custom metal copy	£15
Custom monochrome glass	£100
Custom monochrome glass copy	£45
Custom single colour glass	£160
Custom single colour glass copy	£110
Custom two colour glass	£240
Custom two colour glass copy	£180
Custom full colour glass	£305
Custom full colour glass copy	£210

Rigging	
'Slick Litebeam' truss, per metre	£12

SOUND

Sound Systems	
Catering system & 1 x switchable mic/area	£130
Small system (inc. 4 x wired mics) St James, Westminster, Windsor, Abbey, Rutherford, Moore, Victoria, Albert, Gielgud, Burton, Olivier	£245
Medium system (inc. 6 x wired mics) Whittle, Mountbatten rooms	£495
Large system (inc. 6 x wired mics) Fleming room	£695
Extra large system (inc. 6 x wired mics) Churchill, Fleming & Whittle combined	£895
Small wireless loudspeaker sound system including 1x wireless mic	£270
Background music	£15

Induction loop system – installed	FOC
Induction loop - where not installed, from	£60

Microphones	
Hard wired	£15
Radio hand-held or lapel, including private frequency	£70

Playback & Recording	
Connection for client device	£10
PC sound	£10
MP3 record to CD	£45
Powered monitor, from	£35
Audio in/out box	£40

Talkback	
Talkback base station	£20
Hard wired headset	£12
Radio headset from	£50

Audio Distribution & Links	
Room to room audio tie line	£25
In situ audio tie lines – single line	£10
Audio DA (12-way)	£25
Audio DA (100-way)	£195

DATA & VIDEO

Camera	
HD camera, tripod & 21x lens	£200
HD Camcorder inc on-board cards	£250
42x Zoom lens with tripod	£245
Basic vision mixer, from	£295
Digital file recorder – single channel	£225
Portable HDD, from	£70

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Projectors – Panasonic HD	
High Definition	
Panasonic PT-VZ585N (WUXGA 5000)	£175
RZ670E laser projector (6500 lumen)	£575
DZ770E (7000 lumen)	£575
RZ770 laser projector (7200 lumen)	£575
DZ870E (8500 lumen)	£775
PT-RZ970 (10000 lumen)	£775
PT-RZ12K (12000 lumen)	£875
Projector suspension cradle	£25

Lenses, from -	
Panasonic 0.9-1.1 :1	£100
Panasonic ET-DLE150: 1.3-1.9:1	£100
Panasonic ET-DLE085:0.8-1:1	£100
Panasonic 1.4-1.8:1	£100
Panasonic 2.0-3.0 :1	£100
Panasonic 3.0-5.0 :1	£100
Panasonic 5.0-8.0 :1	£100

Control Equipment	
Folsom Image Pro II scan converter	£195
HDMI to SDI converter – Black Magic	£35
HDMI to SDI and back – MD-HX	£40
EDID scaler	£60
HD digital seamless switcher, from	£250
Analog Way Saphyr switcher	£400
Analog Way NeXstage 08	£500
Analog Way Ascender	£700

Screens & Monitors	
10" HD monitor	£40
22" HD monitor	£60
55" 4K flat screen display with stand	£250
Other screen sizes	POA

Laptops	
Laptop PCs	£110
Mac Book Pro including Playback Pro	£195

Vision Distribution/Links	
Room to room vision tie line – excluding TX and RX	£25
Fibre tieline, inc TX and RX: pair	£70
Fibre drum 30 metres	£40
Fibre drum 50 metres	£50
HD SDI DA	£35
DVI DA/HDMI DA	£35

IPTV	
Encoder	£60
Decoder	£30

ADDITIONAL ITEMS & SERVICES

Additional Items	
Radio cue light	£45
Traffic light indicators	£45
Countdown time keeper	£85
Laser pointer - £50/each replacement	£10
USB presenter clicker	£15

CONFERENCE SERVICES

Simultaneous Interpretation	POA
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NOTES

Labour:

The final invoice will be calculated according to actual equipment used and technician time incurred, charged at the rates prevailing at the time.

Lighting - Gobos

There may be colour matching discrepancies when ordering custom colour glass gobos and you should consult your audio-visual project manager when considering this option.

Radio microphones:

The Queen Elizabeth II Centre (QEII Centre) has dedicated private frequencies.

Radio microphones may cause breaches in security and organisers should be aware of this.

QEII Live must be notified of any radio microphone frequencies that are externally supplied, prior to the event. We do not recommend the use of Channel 38 in the QEII Centre.

Rates:

All prices are exclusive of VAT.

Rates are per day unless otherwise stated.

For events over three days a special rate may be negotiated at the discretion of the QEII Live Project Manager. Rigging charges are additional.

A 7% production fee will be added for project management services outside of the AV package costs.

The Centre reserves the right to surcharge for amendments to requirements made within 5 working days of the commencement of the hire period.

QEII Live, the Audio-Visual Department of the Queen Elizabeth II Centre, adheres to the Government's guidelines on Sustainability, all in-house stage sets and radio microphone batteries are recyclable.

Please read our Terms and Conditions.

CONTACT

AV/IT Sales Manager
020 7798 4118
AVSales@qeiicentre.london

Standard Terms and Conditions

'**The Centre**' refers to the Queen Elizabeth II Centre

'**The Customer**' refers to the authorised signatory to invoice for hire of equipment and/or services

'**Event**' means the event for which the customer is to hire
the Centre

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'Event Date' means the first date of the hire period detailed on the Hire Agreement

1. The cost of hiring any equipment or service (including labour charges) will be calculated after the Event in accordance with the unit rate, quantity and number of days or hours referred to overleaf, or in the Estimate (errors and omissions excepted).

- a. The rigging, operating and de-rigging of all equipment attracts technicians' time charges for which estimates are given - the actual time is calculated after the Event from technicians' time sheets.
- b. The prices quoted are exclusive of VAT.
- c. The Centre reserves the right to surcharge for amendments to requirements made within five working days of the commencement of the hire period.
- d. Each estimate is customised and cannot be subdivided.
- e. We can only guarantee availability on any equipment and labour authorised more than 5 working days prior to the event. Any equipment and labour supplied within 5 working days of the event could be subject to extra costs.

2.

- a. Any equipment hired to the Customer will be operated during the Event by staff employed by the Centre.
- b. Equipment hired for use in the Centre may not be operated during the Event by the Customer.
- c. The Customer agrees to make good any damage or loss to equipment which is operated if paragraphs 2a and 2b are not followed.
- d. The Customer agrees to make good any damage or loss (however caused) to equipment which is hired to the Customer for use outside the Centre.
- e. The Centre agrees to replace or repair any equipment hired to the Customer which is found to be defective or faulty.

3. The Centre restricts the use of single or multi-channel radio microphone systems because of the possibility of cross-channel interference between

floors and differing events. We utilise and reserve radio microphone channels and frequently hire in additional channels. Permission must be obtained first from the Centre's Production Manager by an outside production house, media organisation, or customer, wishing to use radio microphones. The in-house licensed and reserved frequencies are:

758.100, 759.100, 759.900, 760.350, 761.000, 761.900, 763.100, 765.500, 766.550, 768.750, 769.700, 771.450, 772.300, 773.600, 622.525, 623.575, 626.100, 627.250, 629.025, 629.450, 630.375, 631.500, 632.250, 633.150, 634.350, 635.150, 636.150, 636.750, 637.450, 637.850, 644.850, 647.000, 647.450, 648.950, 651.450, 653.000, 653.300, 656.750, 659.100, 659.950, 661.350, 661.850, 665.300, 667.325, 667.950, 687.300, 687.900, 688.500, 689.100, 689.700, 690.300, 690.900, 691.500, 692.100, 692.700

We do not advise using frequencies on Channel 38 as this has been known to give problems in the Westminster area. If radio microphones are to be brought into the Centre by any third party, a list of frequencies must be submitted to the AV Project Manager with a copy of the associated OFCOM licence.

4. The Centre reserves the right to substitute alternative equipment and/or services where original equipment and/or services are unobtainable or inappropriate or not able to be used.
5. The Centre reserves the right to charge a deposit in respect of any equipment or service to be provided by the Centre.
6. The Customer agrees to pay the Centre a cancellation charge amounting to:
 - a. 50% of the total estimated cost of the hire if the Event is cancelled within five days before the Event date; or
 - b. The total estimated cost of the hire if the Event is cancelled within 48 hours before the Event date.
7. Additional equipment and/or services requested immediately prior to, or during an Event must be paid for by the Customer or authorised signatory on an additional request form, on which the additional prices will be clearly shown.

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8.
 - a. The Customer warrants to the Centre that he/she is entitled to the copyright, or is authorised by the Copyright owner in respect of, any material which he/she intends to transmit, record, broadcast, re-broadcast or project audibly and/or visually.
 - b. The Customer agrees to indemnify the Centre in respect of any claim for any breach of copyright caused by the transmission, recording, broadcasting, re-broadcasting or audible and/or visual projection by the Customer of any material on or by means of equipment hired to him/her by the Centre.
9.
 - a. The Centre will not accept responsibility for disruption and inconvenience to, or the ruination of an Event and/or presentation where sub-standard slide materials and/or poor quality video playback material, have been presented to a technician for projection.
 - b. The centre can accept no responsibility for delays or non-arrival of electronically mailed presentations or for corruptions/errors during electronic transit. The Customer agrees that the Centre will not be held responsible for failure to notify speakers and/or slide/video users of the minimum acceptable standards, or failure to gain their precise requirements, or for the unforeseen requirements of late-arriving speakers and/or slide/video users.
 - c. The Customer agrees that the Centre shall not be liable for any damage and/or loss to any media - including originals and one-off materials, unless the damage and/or loss is caused by the negligence of the Centre or its staff. 'Media' for the purpose includes any slides, computer software, graphics, originals and artwork.
10. All estimates for sets and staging are for the hire of said items, not for their purchase.
11. All estimates, contracts, plans, models, artwork, samples and specifications prepared by or ordered through the Centre remain confidential between the Centre and Customer and are not to be passed to a third party for a competitive bid.
12. Charges are levied for access to the Centre's technical areas and for use of the Centre internal cabling network. Use of technical areas is only permitted under the supervision of Centre staff for which a charge will be made. Simultaneous Interpretation Booths are normally included in the above arrangement and are not available for use other than for interpretation.
13. A 7% production fee will be levied on each Event.
14. Production companies working with Centre crew and equipment or third party suppliers will be required to sign a document stating clear lines of authority throughout the hire period and must deal entirely with the Centre Production Manager and/or designated authority in the direction of Centre audio-visual staff.

The Customer agrees that any person employed or authorised by him/her to deal with any equipment or service in relation to the Event shall comply with any direction or instruction given to him/her in relation to the use of any equipment by the staff employed by the Centre.

When working with production companies our practice is not to 'mix and match' responsibilities ie each crew will be responsible for a defined discipline eg sound, lights or projection rather than sharing it as a joint responsibility. QEII Centre and the production company will only be authorized to operate the equipment supplied by the respective parties.
15. The Centre agrees to use its best endeavours to provide the equipment and perform the services specified in relation to the Event. The Centre does not however accept any liability for any failure to provide equipment or perform services where that failure is beyond the reasonable control of the Centre or its authorised agents. QEII Centre Live staff.
16. The Centre does not accept any liability for any loss or damage which arises directly or indirectly out of

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the use of the equipment or the performance (unless such loss arises from the negligence of the Centre or its staff). The Customer agrees to indemnify the Centre against any claim for any such loss or damage.

17. Hired equipment remains at all times the property of the Centre. The Customer shall not sell, or offer for sale, assign, mortgage or pledge the equipment or any part or parts thereof and the Customer will keep the equipment in their own possession for their own use and will not allow any lien or other encumbrance to be created in respect of the same. The Centre reserves the right to take steps to recover equipment from premises or in possession of the Customer and/or representative(s) where the hire thereof is terminated by non-compliance with any one or more of these conditions.
18. The client is responsible for their software and hardware used in events and the Centre will be responsible for theirs.
19. The Centre reserves the right to override content schedules on the digital signage system without notice.
20. The Centre reserves the right to amend the information and prices contained in this booklet without prior notice. Please read these Terms and Conditions in conjunction with the Centre's Standard Conditions of Hire.
21. Under the Centre's Data Protection Policy, the Centre would like to inform clients of how it treats client Data, Video and Audio after each event has finished. When a client has Data/Video and Audio presentations on their event. these will be archived unless a client specifies otherwise. This will be carried out under the centre's GDPR policy. To view the policy please follow the link:
<https://qeicentre.london/wp-content/uploads/2019/03/GDPR-Data-Protection-Policy.pdf>

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