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# **Audio Visual Design & Production at the QEI Centre**

2018-2019 Rate Card

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## LABOUR

<b>AV Technicians</b>	
Day rate, 0800-1730	£350
Additional hours, per hour, per person	£45
Early morning transport allowance	£50
Accommodation	POA

<b>Specialist Technicians</b>	
Client liaison technician	£350
Camera operator	£350
Other Specialists	£400
Production/stage manager from	£500
Producer/show caller from	£500

## STAGING

<b>Stage Sets – per day</b>	
40' x 11' (12.19m x 3.35m)	£2000
56' x 11' (17m x 3.35m)	£2800
28' x 9' (9.14m x 2.74m)	£625

<b>Lecterns</b>	
Black covered lectern	£70
Coloured re-covering of lectern	£70
Perspex Lectern from	£115

<b>Top Table Modesty Panels</b>	
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

<b>Signage - print</b>	
Lectern logo – 'in pro'/full front, from	£45/£75
Stage set logo	POA
Canopy sign 11675 x 1300 mm excluding advertising space hire	£988

## DIGITAL SERVICES

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

<b>Signage - digital</b>	
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
Custom moving dynamic content	POA

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# 2018-2019 Rate Card

<b>Social Media</b>	
<b>Twitter</b>	
Twitter display service, with moderation facility (Client Moderator) using our template layout – includes one hour of design, from	£150
Subsequent days, from	£50
Moderator's tablet	£40
Set visuals	POA
Custom layouts	POA
<b>Audience Response</b>	
Audience response system -Bring Your own Device (BYOD)	POA
Handsets	POA
<b>Webstreaming</b>	
Live webstreaming	POA
Links to microsite, password protection	POA
Edited highlights, video editing	POA
<b>Labour – content design/creation</b>	
Per day: 8 hours	£350
Half day: 4 hours	£175
Per hour	£45
<b>Event Applications</b>	
Web event apps - standard	FOC
Event App customisation	POA

## SCREENS

<b>Screens 16:9</b>	
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

<b>Generic Lighting</b> (per event)	
Basic conference lighting kit (6 x lamps, lighting control & dimmers)	£250
Additional generic lamps from	£35
Custom audience lighting	POA

<b>LED Lighting</b> (per event)	
LED batten, per unit	£60
LED Source4	£90
LED Par Uplighter, wired	£45
LED Uplighter, wireless (battery)	£45

<b>Intelligent Lighting</b> (per event)	
Moving lights (set of 11) - Churchill	£770
LED starcloth – Churchill	£495
Individual intelligent lights, from	£120
Hazer, with fluid	£95

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

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# 2018-2019 Rate Card

Custom two colour glass	£240
Custom two colour glass copy	£180
Custom full colour glass	£305
Custom full colour glass copy	£210

<b>Rigging</b>	
'Slick Litebeam' truss, per metre	£12
Genie hoist	£150

## SOUND

<b>Sound Systems</b>	
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	£225
Medium system (inc. 6 x wired mics) Whittle, Mountbatten rooms	£475
Large system (inc. 6 x wired mics) Fleming room	£675
Extra large system (inc. 6 x wired mics) Churchill, Fleming & Whittle combined	£875
Wireless loudspeaker sound system	£200
Background music	£15
Induction loop system – installed	FOC
Induction loop - where not installed, from	£60

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

<b>Playback &amp; Recording</b>	
Connection for client device	£10
PC sound	£10
MP3 record to CD	£45

Powered monitor, from	£25
Audio in/out box	£40

<b>Talkback</b>	
Talkback base station	£20
Hard wired headset	£10
Radio headset from	£50

<b>Audio Distribution &amp; Links</b>	
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

<b>Camera</b>	
HD camera, tripod & 21x lens	£200
HD Camcorder inc on-board cards	£250
42x Zoom lens with tripod	£245
Tricaster, basic vision mix	£475
Tricaster, record - per channel	£100
Digital file recorder – single channel	£225
Portable HDD, from	£70

<b>Projectors – Panasonic HD</b>	
<b>High Definition</b>	
Panasonic PT-VZ585N (WUXGA 5000)	£150
RZ670E laser projector (6500 lumen)	£575
DZ770E (7000 lumen)	£575
RZ770 laser projector (7200 lumen)	£575
DZ870E (8500 lumen)	£775
Panasonic PT-DW10000E full HD (10,000 lumen)	£775
PT-RZ970 (10000 lumen)	£775
PT-RZ12K (12000 lumen)	£875
Projector suspension cradle	£25

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# 2018-2019 Rate Card

<b>Lenses, from -</b>	
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

<b>Control Equipment</b>	
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
Barco DCS 902 digital seamless switcher	£220
Analog Way Saphyr switcher	£400
Analog Way NeXstage 08	£500
Analog Way Ascender	£700

<b>Screens &amp; Monitors</b>	
10" HD monitor	£40
22" HD monitor	£60
50" HD flat screen display with stand	£195
55" 4K flat screen display with stand	£250
80" HD flat screen display, from	£655
<b>Laptops</b>	
Laptop PCs	£110
Mac Book Pro including Playback Pro	£150

<b>Vision Distribution/Links</b>	
Room to room vision tie line – excluding TX and RX	£25
Fibre tieline, plus TX and RX: pair	£70
Fibre drum 30 metres	£40
Fibre drum 50 metres	£50

HD SDI DA	£35
DVI DA/HDMI DA	£35

<b>IPTV</b>	
Encoder	£60
Decoder	£30

## ADDITIONAL ITEMS & SERVICES

<b>Additional Items</b>	
Radio cue light	£40
Traffic light indicators	£40
Countdown time keeper	£85
Laser pointer - £50/each replacement	£10
USB presenter clicker	£15

## CONFERENCE SERVICES

Satellite Links	POA
Simultaneous Interpretation	POA

## 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.

# 2018-2019 Rate Card

## 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

'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.

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# 2018-2019 Rate Card

- 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, 758.500, 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, 626.100, 627.250, 629.450, 631.500, 632.250, 633.150, 634.350, 635.150, 636.150, 636.750, 637.450, 637.850, 644.850, 647.000, 647.450, 648.250, 648.950, 649.700, 650.700, 651.450, 652.450, 653.000, 653.300, 655.750, 656.750, 657.750, 658.750, 659.100, 659.950, 660.750, 661.350, 661.850, 665.300, 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 signed for by the Customer or authorised signatory on an additional request form, on which the estimated additional prices will be clearly shown.
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

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# 2018-2019 Rate Card

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 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.

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