

THE EXCHANGE



St Mary's
University
Twickenham
London

75 London Road, Twickenham, TW1 1BE



VENUE HIRE RATES

OFFICIAL SET RATES FROM ST MARY'S UNIVERSITY AND
RICHMOND UPON THAMES COUNCIL

JULY 2024

PRICE LIST

ROOM HIRE PRICES	HOURLY
THEATRE	£200+VAT
THE CONSERVATORY	£105+VAT
STUDIO 5	£66+VAT
STUDIO 4	£66+VAT
STUDIO 3	£66+VAT
STUDIO 2	£66+VAT
STUDIO 1	£66+VAT



STAFFING COSTS

SOUND TECHNICIAN	FULL DAY (UP TO 12 HOURS)	£250+VAT
EXTRA TECHNICIAN	FULL DAY (UP TO 12 HOURS)	£250+VAT
FOH DUTY MANAGER	Assist in running the FOH areas and audience in your event	£29.57+VAT P/H
BOX OFFICE	A member of staff to be onsite for ticketing during your show if we sell your tickets	£60+VAT
USHERS	Professional ushers at a charge of £60+Vat per usher for the duration of your show	£60+VAT

- Every event with 50+ attendees is required to have 1 usher.
- 100+ events require 2 ushers.
- 200+ events require 3 ushers.

EXTRAS & COMMISSION

TICKETING & BOX OFFICE	Ticketing Commission - All ticket sales are subject to 12% commission , this will be deducted before settlement and covers the ticketing set up and managing reports, changes, layouts and handling all customer booking queries.
MERCHANDISE	If you sell merchandise on our premises, The Exchange will take a 20% commission . Selling merchandise on your behalf, The Exchange will take 25% commission .
PORTABLE TV SCREEN WITH HDMI CABLE	£25+VAT per day
PORTABLE BLUETOOTH SPEAKER WITH MICROPHONE	£25+VAT per day
FLIPCHART STAND WITH 1 PACK PAPER AND MARKERS	£15+VAT per day
BAR	Minimum spend of £250 is required
PRINTING	£0.32 per sheet
THEATRE SEATS RETRACTED	£160+VAT

HIRE RATES POLICY

Hire Rates Policy

The hire rates for The Exchange are set by **St Mary's University** and the **Richmond upon Thames Borough Council**.

These rates are non-negotiable, and apply to all individuals and organisations unless they meet specific eligibility criteria for discounted rates.

You may qualify for a reduced rate if you fall into one of the following categories:

- Registered charities
- Local community groups based within the borough
- Educational institutions
- Youth organisations
- Non-profit sports clubs
- Events with significant community benefit

All applications for discounted rates must be supported by valid documentation and are subject to approval.

50% Charity discount with proof of a registered Charity Number.

25% Non-profit discount for smaller businesses based within the Richmond Upon Thames Borough with proof of address. **SME** examples to qualify: Less than 250 employees, HMRC Correspondence, Business Rates, Gift-Aid Reference Number.

10% Non-refundable deposit required **5 business days** upon a smaller conference/event. Meetings are excluded.
Up to **25% Non-refundable deposit** required **10 business days** prior to event date for larger scale conferences/events.