



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	<p>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.</p>
MERCHANDISE	<p>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.</p>
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.