

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

IN-HOUSE TECHNICIAN (mandatory)	Head Technician or casual technician overseeing all technical operations	£25+VAT P/H (minimum call of 4 hours)
2nd CASUAL TECHNICIAN	Specific to sound or lighting operations	£20+VAT P/H (minimum call of 4 hours)
EXTERNAL SOUND ENGINEER	Full Day (up to 10 hours)	£250+VAT
FOH DUTY MANAGER (mandatory)	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 enquiries during your show	£60+VAT
BAR OPEN (STAFFING COST)	One or two bar staff members depending on ticket sales	£60+VAT

EXTRAS & COMMISSION

TICKETING & BOX OFFICE	Ticketing Commission - All ticket sales are subject to 10-12% commission depending on scale of event, 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 .
THEATRE SEATS RETRACTED	£160+VAT
BLUETOOTH SPEAKER WITH MICROPHONE	£25+VAT
20% VAT	Prices quoted are at the standard rate of 20% on all room hires, staffing costs and catering. We are a VAT registered company providing a service.
BAR TABS	Minimum spend of £250 is required
CORKAGE FEE	There is a mandatory corkage charge for all drinks brought onto the premises. Corkage is currently £8 per 75cl bottle of still wine and £10 per bottle of sparkling wine.
PRINTING	£0.32 per sheet

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.