

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

HIRE RATES

COMMERCIAL THEATRE RATE

MAIN THEATRE	£200
(HOURLY LESS THAN 8 HOURS)	
MAIN THEATRE DAY RATE	£1,400
(UP TO 8-10 HOURS)	

COMMERCIAL MULTI-USE SPACES

CONSERVATORY	£105
STUDIOS	£66
CAR PARK EXCLUSIVE DAY RATE	£200
8+ HOURS (15 - 20 SPACES)	
CAR PARK ADD ON OVERNIGHT	£145

COMMUNITY RATE - 25% OFF HOURLY

THEATRE	£150
CONSERVATORY	£78.75
STUDIOS	£49.50

CHARITY RATE - 50% OFF HOURLY

THEATRE	£100
CONSERVATORY	£52.50
STUDIOS	£33

ALL RATES ARE SUBJECT TO VAT AT 20%

STAFFING COSTS

TECHNICAL SUPPORT

IN-HOUSE TECHNICIAN (mandatory)	£25 PER HOUR
2 ND TECHNICIAN - AV / SOUND	£20 PER HOUR
EXTERNAL SOUND ENGINEER	£250 DAY RATE
ADDITIONAL TECHNICAL CONTRACTORS	TBC

FRONT OF HOUSE

DUTY MANAGER (mandatory)	£29.57 PER HOUR
BOX OFFICE	£60 UP TO 4 HOURS
BAR OPEN	£40 - £60 UP TO 4 HOURS

ALL RATES ARE SUBJECT TO VAT AT 20%



ADDITIONAL CHARGES

TICKETING & COMMISSION

All ticket sales are subject to 10% commission depending on scale of event, this will be deducted AFTER FINAL 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 15% - 20% commission.

Selling merchandise on your behalf, The Exchange will take 25% commission.

AV & EQUIPMENT

PROJECTOR	£10
SPEAKER & MICROPHONES	£10
THEATRE SEAT RETRACTION	£160
SPECIFIC EQUIPMENT HIRE	VARIABLE

EXCHANGE BAR

BAR TABS	£250
CORKAGE FEE	£20 - £40

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.

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

25% Local community / 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.

25% Non-refundable deposit required **1 month - 10 business days** prior to event date for larger scale conferences / events.

Variable to event date and demand.

**YOUR BIGGEST & BRIGHTEST LOCAL
COMMERCIAL & COMMUNITY VENUE**

EXCHANGE

WWW.EXCHANGETWICKENHAM.CO.UK

020 8240 2399

EXCHANGE

**EVERY BIT OF YOUR SUPPORT HELPS US KEEP
THIS SPECIAL PLACE GOING. THANK YOU.**

