

SOCIETIES / CLUBS

- RATE CARD -

ALL FINAL COSTS AT DISCRETION OF VENUES DEPARTMENT

VENUE HIRE INCLUSIONS

- Event Coordination
- Duty Manager / Supervisor for the event if applicable
- Venue WiFi
- Basic First Aid
- Use of Y Plas LED Screen if applicable
- The space as it comes
- Use of Y Plas daytime furniture (if using Y Plas)

DEPOSIT

A 30% deposit will be taken from the group when booking resources in the venue. If the venue is not found in a safe, tidy and respected manner, the deposit will be lost and counted as a payment on top of the existing invoice

STAFF

TYPE	COST	MINIMUM CALL		CANCELLATION
Technical Crew	£19ph	5 hours	Required for audio and lighting	3 weeks
Technical Supervisor	£20ph	5 hours	At discretion of Venues Dept.	3 weeks
Security (SIA)	£20ph	4 hours	Required if the bar is open, or over 120 attendees May also be booked at Venues Dept. discretion	3 weeks
Security (SIA) Supervisor	£21ph	4 hours	At discretion of Venues Dept.	3 weeks
Set Up/Packdown Staff	£18ph	3 hours	Required if round tables booked, specific event builds, balls	3 weeks
Team Leader	£19ph	3 hours		3 weeks
Box Office Staff	£18ph	3 hours	Ticket checks	3 weeks
Medics	£400 for 4 hours		At discretion of Venues Dept	

TECHNICAL/PRODUCTION

TYPE	RATE		CANCEL LATION
Sound console	£80	Required for any audio in Y Plas or Great Hall. Can only be booked alongside crew	
Subs	£80	Compulsory for live music events	
Monitors	£80	Compulsory for live music events	
Stage	From £390	Basic stage. Specialist builds available at higher cost	1 month
Stage Drape / Carpet	£10		
Stage Ramp	From £100		1 month
Stage Handrail	Quotes on request		
Great Hall Screens	£450	The Great Hall does not have a screen as standard so must be hired in	1 month
DJ Kit	£120		
Production Deliveries/Handling	From £10		
Wristbands	£5 for 50		
Microphones (Wireless)	Free (x 3 mics)	Extra chargeable on request	
Microphones (Lapel or Specialist)	Quotes on request		

FOOD AND BEVERAGE

TYPE	RATE		CANCELLATION
Tea and coffee station	£2pp		1 week
Bottled table water (still or sparkling)	£11 for 12 bottles	Minimum of 12 bottles	2 weeks
Table wine (awards and balls only)	From £17 a bottle	Red, white, rose	3 weeks
Welcome Drinks	From £4pp		1 month
Buffet and mezze catering	Set up staff will be booked Hire quotes on request	Specialist furniture (bingo tables, extra trestles, extra chairs etc)	1 month
Ball Catering	Prices on request		1 month

Full details of our catering provision can be found in our Catering Pack. Please contact suevents@cardiff.ac.uk to request to see this.

Final numbers for catering must be confirmed 14 days before the event.

Dietary requirements must be confirmed 14 days before the event.

VENUE EXTRAS

TYPE	RATE		CANCELLATION
Y Plas Furniture	Free	Must be put back how you found it	
TVs on wheels	Free		1 week
Bar	£380 minimum spend (40 people minimum)	If minimum spend not met, the remainder will be charged to the group	1 week
Round tables	Set up staff will be booked		2 weeks
Furniture hire	Set up staff will be booked Hire quotes on request	Specialist furniture (bingo tables, extra trestles, extra chairs etc)	2 weeks
Table Linens	£3 per linen	Cost includes laundry services of linens	

OTHER CHARGES

TYPE	CHARGE	SANCTION
Breach of event curfew	Overtime wages for all booked staff will be automatically charged to the invoice	
Bringing in external alcohol		Ejection of attendee, notification to Activities Department
Disruptive behaviour		Future events may be cancelled or restricted Referral to Activities Dept. for Code of Conduct investigation
Industrial waste	From £250 disposal fee	Future events may be cancelled or restricted
Damage to venue	Repair costs as set by assessment and industry standard	Future events may be cancelled or restricted Referral to Activities Dept. for Code of Conduct investigation
Damage to staging	From £200 dependent on damage	As above
Non-Returned Dressing Room Fob	£10 per fob	
Damage to production equipment	Repair costs as set by assessment and industry standard	