

HIRES – EVENT SUPPORT AND SERVICES

As one of London's most versatile arts and private hires venues, we have a top team of experts who know exactly what it takes to make your event a success.

Our talented team can offer a range of services to help create and facilitate your event.*

MANAGEMENT AND PLANNING – LEAD UP

When you choose to stage your event at Rich Mix, we'll match you with one of our experienced Event Managers. They'll help you with every aspect of your event, from setting the plans in motion at the very start to ensuring everything goes perfectly on the day itself, liaising with and briefing relevant staff.

STAFF – ON THE DAY

On the day of your event, your Event Manager will have briefed our Duty Manager who oversees all events running at Rich Mix on that day; managing front of house staff, being responsible for visitor experience etc. However, if you need additional expertise – our team has you covered.

OUR EXPERT TEAM

SERVICES AVAILABLE	COST PER HOUR (EXCLUDING VAT)
Event Co-ordinator – dedicated to your event only	£25.00 (min. 4-hour call)
Technical – Audio, visual, lighting, projection, IT	£30.00 (min. 4-hour call)
Security – approved and fully licenced	£20.00 (min. 5-hour call)
Front of house / Guest services – ushers, cloakroom facilitators, hosts etc.	£18.00 (min. 4-hour call)

CATERING

Our tried-and-tested catering suppliers offer a delicious range of food styles to suit all tastes, from casual street food to high-end cuisine, and any dietary requirements your guests may have.

To see our full catering pack, email events@richmix.org.uk.

*Discounts and further package options may be available to Corporate Members. Please enquire with the Events team when making your booking if you would like to become a Corporate Member.



COLLABORATE WITH US ON CREATING YOUR EVENT.

EVENTS@RICHMIX.ORG.UK

020 7613 7495

TECHNICAL

In addition to our expert staff, we offer full technical support and equipment including public announcements (PA), audio visual (AV), sound and lighting. Our technicians can be on hand to service all your event requirements.

Staff costs are quoted above.

AUDIO VISUAL EQUIPMENT – CONFERENCE

ITEM	DETAILS	HIRE PRICE (EXCLUDING VAT)	QUANTITY
Projector	Panasonic PT DZ770EK WUXGA / 7000 lumens	£75.00	1
Projector	Panasonic DT-LB90 3500 LMS	£55.00	1 – The Mix
Touchscreen Monitor	iyama TE6568MIS-B1AG 4K	no charge	1 – The Boardroom
Seamless Switcher	Kramer VP728	no charge	1
PA incl. Lead Mic	Mixer, speakers and all connections	£65.00	1
Microphones	Lead (Shure SM58, Shure SM57, AKG 901)		
	Lectern (AKG CGN 99 Gooseneck)	£30.00	15
	Radio (Sennheiser EW145 hand-held Sennheiser SK 100 body pack with either lapel or headset)		
Plasma Screen	NEC MultiSync E554 55" LED Screen	£65.00	2
Wi-Fi Connection	Total capacity 20MB Shared Total capacity 20MB Private	no charge £50.00	
Fibreoptic Broadband / Hardline	Total capacity 100MB download	£180.00	
Uplighters	Smartbat portable battery LED RGB uplighter	£15.00 each	9



COLLABORATE WITH US ON CREATING YOUR EVENT.

EVENTS@RICHMIX.ORG.UK

020 7613 7495

AUDIO VISUAL EQUIPMENT – LIVE PERFORMANCE

ITEM	HIRE PRICE	HIRE PRICE (EXCLUDING VAT)	QUANTITY
DI Boxes	Technics SL 1200	£10.00 each	10
Turntable	Technics SL 1210MKS	£45.00 each	2
CDJ Player	Pioneer CDJ2000	£30.00 each	2 – The Stage
CDJ Player	Pioneer CDJ 1000	£30.00	1
DJ Mixer	Pioneer DJM850D Pioneer DJM600DJ	£25.00 each	1
Backline	Includes: Drums (no breakables) Guitar amp Bass amp	£150.00	
Monitor Speakers	For live music events	£30.00	8 – The Stage 2 – Portable



COLLABORATE WITH US ON CREATING YOUR EVENT.

EVENTS@RICHMIX.ORG.UK

020 7613 7495

FURNITURE FOR HIRE

ITEM*	DETAILS	HIRE PRICE (EXCLUDING VAT)	QUANTITY
Staging	1m (l) x 1m (w) x 30cm (h) each piece	£15.00 per piece	12
Poseur Tables	Tall bar table 60cm (d) circ. top x 102cm (h) excluding linen	£7.50	6 x wine red 3 x black
6ft Round Table	Unfinished surface	£7.50	10
4ft Trestle Table	Unfinished surface	£7.50	3
6ft Trestle Table	Unfinished surface	£7.50	14
Cafe Table	Wooden	£7.50	7
Low Coffee Table	Wooden 37cm (h) x 80cm (l) x 55cm (d)	£7.50	5
Black Linen	90 x 90cm square / 120cm circular	£7.50	Square: 20 Circular: 10 Poseur: 10 Café table: 7
Folding Chairs	Black folding chairs	no charge	290
Black Tub Chairs	Leather	£7.50	4
Bar Stools	Wood seat and metal frame	£15.00	6
Flip Chart	Includes pad and 2 pens	£15.00	6
Lectern	Light wood, Perspex front 1220cm (l) x 500mm (w)	£25.00	2
Coat rails with hangers	Black coat rails 180cm (l)	£15.00 per rail *staff to manage cloakroom - charged additionally	10

*Please note that equipment is shared between Rich Mix spaces and is subject to availability.



COLLABORATE WITH US ON CREATING YOUR EVENT.

EVENTS@RICHMIX.ORG.UK

020 7613 7495

MARKETING AND BOX OFFICE

In support of your private hire event(s) hosted at Rich Mix, for a fee our marketing and box office teams can carry out ticketing and promotional activity.

SERVICES AVAILABLE	COST (EXCLUDING VAT)
Ticket your event – dedicated box office service and personalised tickets	From £150.00
Create a hidden web page on our website with your event details – including booking or RSVP mechanism, which could be used in invites	£200.00

If your event aligns with Rich Mix programming policy, additional services may be available as detailed below.

SERVICES AVAILABLE*	COST (EXCLUDING VAT)
Create a public web page on our website with your event details	£200.00
Basic social media package to increase awareness of your event (organic posts on Twitter, Facebook and Instagram)	£100.00
Inclusion in an all-list email (30k+ subscribers)	£100.00
Campaign package to maximise ticket sales for your event (includes organic and paid social media, email marketing, listings and reciprocal marketing)	£250.00 (+ any additional paid advertising budget provided by client)

*all subject to requested assets supplied by client and adequate lead-in time, at Rich Mix's discretion



COLLABORATE WITH US ON CREATING YOUR EVENT.

EVENTS@RICHMIX.ORG.UK

020 7613 7495