

Discounts		Min Booking	Base Cost	
Building	Space Name	Hours	£ Per Hour (ex.VAT)	£ Per Hour (inc.VAT)
Civic House	Project Space	2	15.00	18.00
	Venue	4	30.00	36.00
	Canteen (excluding kitchen)	4	40.00	48.00
	Whole Ground Floor (project space, canteen, venue)	4	70.00	84.00
	Civic House Studio (first floor)	4	60.00	72.00
	Exclusive (whole ground floor, kitchen, and production room)	8	100.00	120.00
	Canteen & Kitchen ***NOT CURRENTLY AVAILABLE***	4	55.00	66.00

Booking Hours		
M-F 9AM-5PM	M-F 5PM-1AM	S-S 9AM-1AM
YES	X	X
YES	YES	YES
X	YES	YES
X	YES	YES
ON REQUEST	ON REQUEST	ON REQUEST
ON REQUEST	ON REQUEST	ON REQUEST
ON REQUEST	ON REQUEST	ON REQUEST

Discounts		Min Booking	Base Cost	
Building	Space Name	Hours	£ Per Hour (ex.VAT)	£ Per Hour (inc.VAT)
Glue Factory	First Floor (Galleries 1, 2 & Project Gallery)	4	60.00	72.00
	Warehouse	4	40.00	48.00
	Machine Room	4	30.00	36.00
	Tank Room	4	40.00	48.00
	Project Gallery	4	20.00	24.00
	Ground Floor (Warehouse, Machine Room, Tank Room)	4	60.00	72.00
	Exclusive (both floors)	8	150.00	180.00

Booking Hours		
M-F 9AM-5PM	M-F 5PM-1AM	S-S 9AM-1AM
YES	YES	YES
YES	YES	YES
YES	YES	YES
YES	YES	YES
YES	YES	YES
YES	YES	YES
ON REQUEST	ON REQUEST	ON REQUEST

Discounts		Rate	Percentage %
Category	Description		
Discount Type	Cultural & Social Enterprise, Charities, Not-for-Profits	On cost of space only	15
	Workspace Members		15
	Multi-day 2-6 days		10
	Multi-day 7-27 days		20
	Multi-day 28+ days		30

Add-Ons		Base Cost	
Category	Description	Rate	£ Per Hour (ex.VAT) / £ Per Hour (inc.VAT)
Duty/Night Manager (licence holder)	Duty Manager between 9AM - 5PM / Night Manager between 5PM - 1AM	hourly	17.00 / 20.40
	Duty Manager before 9AM / Night Manager after 1AM	hourly	20.00 / 24.00
Loading	Access for load-in/load-out, set up, reset, storage	hourly	50% hourly rate of space + duty manager
Equipment Hire & Set Up	Catering Equipment (mugs, cutlery, tea urns)	flat fee	15.00 / 18.00
	Furniture (tables, chairs)	flat fee	15.00 / 18.00
	TV screen	flat fee	15.00 / 18.00
	Projector (canteen / venue)	flat fee	15.00 / 18.00
	Talks PA (2 monitor speakers, mixer, 2 x mics)	flat fee	30.00 / 36.00
	Ambience - rugs & plants	flat fee	15.00 / 18.00
	Music PA (2 monitor speakers, 2 subs, mixer)	flat fee	130.00 / 156.00
Lighting (festoons, 3 x par cans, 4 x neon battens)	flat fee	30.00 / 36.00	
DJ Equipment	We do not supply DJ equipment (CDJs, turntables, lighting or haze machines). We can recommend suppliers during the quoting process.		
Staffing	Event Staff - Front/back of house/cashier/serving refreshments (1 per 60 attendees)	hourly	13.00 / 15.60
	SIA Steward (1 per 100 attendees)	hourly	22.00 / 26.40
	Manual Labour	hourly	13.00 / 15.60
	Technician (sound, lighting, AV)	hourly	18.00 / 21.60
Cleaning	Additional cleaning (2hr min)	hourly	20.00 / 24.00
	Kitchen deep clean (3hr min)	hourly	20.00 / 24.00
Hire Admin	- Intricate quoting / co-ordinating add-on services - Additional production support - Managing disruption to other building users - Multi-day inductions for event leads - Changes to bookings after payment is complete - Fast tracking bookings with short lead times (7 days)	hourly	20.00 / 24.00

Deposits		percentage	10-40% of total hire fee depending on type of hire at Hire Coordinator discretion
Deposits	The deposit covers long lead bookings, hire of technical equipment, time and space drift during hire, damage & breakages, electricity usage, cancellation protection and additional hire admin (see above). In the instance where post-hire fees exceed the deposit amount, the deposit will be withheld, and the difference invoiced separately.		

Electricity	Electricity per unit (meter readings taken at start and end of hire)	per unit		0.65
Misc	Overrun	hourly	hourly cost of space + any expenses (staff, equipment hire)	
	Use of other spaces	hourly	Charged at unit cost of space	
	Breakage/damage repairs	hourly + fee	Hourly cost of labour + any materials / replacements	
Cancellation Charges	50% shall be payable if the customer cancels between 7-14 days prior to the hire.			50 %
	100% shall be payable if customer cancels less than 7 days prior to or during the hire.			100 %

Bar Selling or Serving Alcohol

			Base Cost	
Category	Description	type	£ Per Hour (ex. VAT)	£ Per Hour (inc. VAT)
Admin Fees	Covers licence application, bar set up and operations. (3hr min)	fee	45.00	54.00
Security	SIA Stewards (1 per upto 100 attendees)	hourly	22.00	26.40
Pay Bar - Selling Alcohol provided by Agile City	Minimum Spend Deposit covers the cost for Bar/Duty Manager, bar set up, stock and staffing. Costs are calculated based on capacity, and type of activity. If the minimum spend is not met, the difference is withheld from the refundable deposit.	Refundable deposit (no VAT)		
	50-100 capacity			500.00
	100-150 capacity			750.00
	150-200 capacity			1000.00
Open Bar - Serving Alcohol provided by customer	Open Bar / Corkage is charged to cover the cost for Bar/Duty Manager, bar set up, staffing and sundries (ie. ice/mixers/fruit). Costs are calculated based on capacity, and type of activity. Open Bar charges must be paid in advance of the event.	fee		
	50-100 capacity		800.00	960.00
	100-150 capacity		1200.00	1440.00
	150-200 capacity		1400.00	1680.00