



ROYAL ARMOURIES LIVE 2023

ROYAL ARMOURIES
Witness | Guardian | Expert | Leader

AV and Lighting

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PACKAGES

AV PACKAGES

CONFERENCE AV PACKAGE

£210 PLUS VAT

Suitable for up to 20 delegates

- Package includes:
- 55in TV screen
- HDMI Connector
(Laptop not included)

WELLINGTON SUITE

£550 PLUS VAT

Entry

Package Includes:

- Screen 8ft 16:9 ratio
- Projector ultra short throw
- Lecturn
- PA System - 4 speaker
- Lecturn Microphone
- Sound Desk
- Clicker
(Laptop not included)

WELLINGTON SUITE

£1150 PLUS VAT

Enhanced

Package Includes:

- Screen 8ft 16:9 ratio
- Projector ultra short throw
- Lecturn
- PA System - 8 speaker
- Lecturn Microphone and Roaming Microphone
- Basic stage set
- 55 in TV repeater screen
- Technician based on site 8am-5pm
- Sound Desk
- Clicker
(Laptop not included)

AV PACKAGES**1 | ROYAL ARMOURIES HALL****£2300 PLUS VAT****Entry**

Suitable for 200 to 400 delegates

Package Includes:

- Screen 12ft 16:9 ratio
- Projector - 7k laser
- Lecturn
- PA System - 6 speaker
- 2 x Microphones included; Lecturn Microphone Roaming or Lapel
- Basic stage set
- Stage 24ft by 8ft on two foot legs with valance
- Stage colour wash
- Technician based on site 8am-5pm
- Sound Desk
- Clicker
- (Laptop not included)

2 | ROYAL ARMOURIES HALL**£2500 PLUS VAT****Enhanced**

Suitable for 400 to 600 delegates

Package Includes:

- Screen 12ft 16:9 ratio
- Projector - 7k laser
- Lecturn
- PA System - 8 speaker
- 3 x Microphones included; Lecturn Microphone, Roaming Microphone or Lapel
- Basic stage set
- Stage 24ft by 8ft on two foot legs with valance
- Stage colour wash
- Technician based on site 8am-5pm
- Sound Desk
- Clicker
- (Laptop not included)



AV PACKAGES**3 | ROYAL ARMOURIES HALL****£3200 PLUS VAT****Enhanced**

Including Repeater Screens

Package Includes:

- Screen 12ft 16:9 ratio
- Projector - 7k laser
- Lecturn
- PA System - 8 speaker
- 5 x Microphones included; Lecturn Microphone Roaming or Lapel
- Basic stage set
- Stage 24ft by 8ft on two foot legs with valance
- 2 X 55in TV repeater screens
- Technician based on site 8am-5pm
- Sound Desk
- Clicker
- (Laptop not included)

4 | ROYAL ARMOURIES HALL - TWIN SCREEN PACKAGE**£3800 PLUS VAT**

Package Includes:

- 2 x Screen 12ft 16:9 ratio
- 2 x Projector - 7k laser
- Lecturn
- PA System - 8 speaker
- 5 x Microphones included; Lecturn Microphone, Roaming Microphone or Lapel
- Basic stage set
- Stage 24ft by 8ft on two foot legs with valance
- Stage colour wash
- Technician based on site 8am-5pm
- Sound Desk
- Clicker
- Presentation Switcher
- (Laptop not included)



AV PACKAGES**BURY THEATRE****(STANDARD SETUP INCLUDED)****Suitable for up to 250 delegates**

Package Includes:

- Screen
 - Projector - 6k laser
 - Lecturn
 - PA System - 8 speaker
 - Lectern Microphone
 - Technician required @ £50+vat per hour or 8 hour @ £370+vat
 - Sound Desk
 - Clicker
- (Laptop not included)

NEW DOCK**£3600 PLUS VAT****Suitable for 200 to 400 delegates**

Package Includes:

- 2 x Screen 12ft 16:9 ratio
 - 2 x Projector 7k laser
 - Lecturn
 - PA System - 12 speaker
 - 3 x Microphones included; Lecturn Microphone, Roaming Microphone or Lapel
 - Basic stage set
 - Stage 24ft by 12ft on two foot legs with valance
 - Stage colour wash
 - Technician based on site 8am-5pm
 - Sound Desk
 - Clicker
- (Laptop not included)



AV PACKAGES**NEW DOCK****£3700 PLUS VAT****Suitable for 400 to 600 delegates**

Package Includes:

- 2 x Screen 12ft 16:9 ratio
- 2 x Projector 7k laser
- Lecturn
- PA System - 12 speaker
- 3 x Microphones included; Lecturn Microphone, Roaming Microphone or Lapel
- Basic stage set
- Stage 24ft by 12ft on two foot legs with valance
- Stage colour wash
- Technician based on site 8am-5pm
- Sound Desk
- Clicker
(Laptop not included)

NEW DOCK**£4500 PLUS VAT****Suitable for 600 to 1000 delegates**

Package Includes:

- 2 x Screen 14ft 16:9 ratio
- 2 x Projector 7k laser
- 2 x Repeater screens 80in TV screens
- Lecturn
- PA System - 12 speaker
- 3 x Microphones included; Lecturn Microphone, Roaming Microphone or Lapel
- Basic stage set
- Stage 24ft by 8ft on two foot legs with valance
- Stage colour wash
- Technician based on site 8am-5pm
- Sound Desk
- Clicker
(Laptop not included)



DINNER PACKAGES**GALLERY****£500 PLUS VAT**

Package Includes:

- PA System
- 55in TV screen

WELLINGTON SUITE**£350 PLUS VAT****Suitable for 30 to 120 delegates**

Package Includes:

- PA System - 8 speaker
- 1 x Hand-held Microphone
- 55" 4K flat screen display with stand
- Sound Desk at pre-set level

WELLINGTON SUITE**£1150 PLUS VAT****Suitable for 120 to 300 delegates**

Package Includes:

- PA System - 6 speaker
- 1 x Hand-held Microphone
- 55" 4K flat screen display with stand
- AV Technician
- Sound Desk

ROYAL ARMOURIES HALL**£1550 PLUS VAT****Suitable for 300 to 500 delegates**

Package Includes:

- PA System - 8 speaker
- 2 x Hand-held Microphone
- Screen 12ft 16:9 ratio
- Projector - 7k laser
- AV Technician
- Sound Desk
- Stage colour wash

ROYAL ARMOURIES HALL**£1550 PLUS VAT****Suitable for 300 to 1000 delegates**

Package Includes:

- PA System - 12 speaker
- 2 x Hand-held Microphone
- Screen 12ft 16:9 ratio
- Projector - 7k laser
- AV Technician
- Sound Desk
- Stage colour wash

RATE CARD

LABOUR

AV TECHNICIANS	
Day rate, 0800-1730	£370
Additional hours, per hour, per person	£45

SPECIALIST TECHNICIANS	
Client liaison technician	£370
Camera operator	£370
Other Specialists from	£470
Production/stage manager from	£500
Producer/show caller from	£500

STAGING

STAGE SETS	
64' x 11' (19.5m x 3.35m)	£3200
44' x 11' (13.4m x 3.35m)	£2200
28' x 9' (9.14m x 2.74m)	£625

TOP TABLE MODESTY PANELS	
Custom felted modesty panel - top table of 2 people from	£150
Custom felted modesty panel - top table of 4 people from	£188
Other sizes on request	POA

PRINTED SIGNAGE

PRINTED SIGNAGE	
Lectern logo – 'in pro'/full front, from	£55/80
Stage set logo	POA
Canopy sign 11675 x 1300mm excluding advertising space hire	£990

SCREENS

SCREENS 16:9	
In situ screens	£60
11'8" x 6'7" (3.56m x 2.01m)	£150
14' x 8' (4.27m x 2.44m)	£150
16' x 9' (4.88m x 2.74m) front or rear	£360
Custom screens	POA

DIGITAL SERVICES

FOYER VIDEO WALL	
Shared facility on 30 second loop	
Client-supplied content (no audio)	£275

DIGITAL SIGNAGE (NEW DOCK ONLY)	
Uploading of event logo plus plain black text on white background	FOC
Uploading registration screen(s), client-supplied content/item	£10
Uploading room screen(s), client-supplied content/item – Jpeg	£10
Minimum charge for artwork manipulation	£50
Custom moving dynamic content	POA

SOCIAL MEDIA

Social Media wall, with client moderation facility	POA
Moderator's tablet	£40
VISUAL SERVICES	
Set visuals	POA

AUDIENCE RESPONSE	
Audience response system -Bring Your own Device (BYOD)	POA
Handsets	POA

WEBSTREAMING	
Live Webstreaming	POA
Links to microsite, password protection	POA
Edited highlights, video editing	POA

LABOUR – CONTENT DESIGN/ CREATION	
Per day: 8 hours	£370
Half day: 4 hours	£185
Additional hours, per hour, per person	£50

LIGHTING

GENERIC LIGHTING (PER EVENT)	
Basic conference lighting kit (6 x lamps, lighting control & dimmers)	£275
Additional generic lamps from	£35
Custom audience lighting	POA

LED LIGHTING (PER EVENT)	
LED batten, per unit	£60
LED Source4	£90
LED Uplighter	£45

RIGGING	
Litec Litebeam truss, per metre	£18.50

SOUND

MICROPHONES	
Hard wired	£50
Radio hand-held or lapel, including private frequency	£50

PLAYBACK & RECORDING	
Connection for client device	£10
PC sound	£10
MP3 record to - USB	£45
Powered monitor, from	£35
Audio in/out box	£40

MIXING DESKS	
Soundcraft 12 channel desk	£65
Digital desk allen & heath sq5	£15

DATA & VIDEO

CAMERAS	
HD camera, tripod & 21x lens	POA
PTZ c/w tripod or hook clamp	POA
42x Zoom lens with tripod	POA
Basic SDI vision mixer, from	POA
Digital file recorder – single channel	POA
Portable HDD, from	POA

SCREENS & MONITORS	
10" HD monitor	£40
22" HD monitor	£60
55" 4K flat screen display with stand	£250
85" 4K flat screen display with stand	£325
Other screen sizes	POA

CONTROL EQUIPMENT	
HDMI to SDI converter – Black Magic	£35
HDMI to SDI and back – Roland V160	£40

LAPTOPS	
Laptop PCs from	£150
Mac Book Pro including Playback Pro	£250

STREAMING EQUIPMENT	
Wirecast	POA
Licences (Zoom, Sli.do)	POA
Capture card (SDI/HDMI & XLR to USB) from	POA
Streamdeck	POA
Gigabit ethernet switch, 8 port	POA
TOTEM streaming platform from	POA
Basic microsite hosting	POA

ADDITIONAL ITEMS & SERVICES

ADDITIONAL ITEMS	
Radio cue light	£45
Traffic light indicators	£45
Countdown timer, from	£85
Laser pointer - £50 replacement	£10
USB presenter clicker	£15

CONFERENCE SERVICES

Simultaneous Interpretation	POA
Silent Conference	POA



NOTES

LABOUR

The final invoice will be calculated according to actual equipment used and technician time incurred, charged at the rates prevailing at the time.

LIGHTING - GOBOS

There may be colour matching discrepancies when ordering custom colour glass gobos and you should consult your audio-visual manager when considering this option.

RADIO MICROPHONES

The Royal Armouries has dedicated private frequencies.

Radio microphones may cause breaches in security and organisers should be aware of this. Royal Armouries Live must be notified of any radio microphone frequencies that are externally supplied, prior to the event. We do not recommend the use of Channel 38 in the Venue.

RATES

All prices are exclusive of VAT. Rates are per day unless otherwise stated. For events over three days a special rate may be negotiated at the discretion of the Royal Armouries Live Project Manager. Rigging charges are additional.

A 7% project management fee will be added for project management services outside of the AV package costs. The Venue reserves the right to surcharge for amendments to requirements made within 5 working days of the commencement of the hire period.

Royal Armouries Live, the Audio-Visual Department of the Royal Armouries and New Dock Hall, adheres to the Government's guidelines on Sustainability, all in-house stage sets, and radio microphone batteries are recyclable.

PLEASE READ OUR TERMS & CONDITIONS.

CONTACT
AV/IT Sales Manager
0113 220 1990 | venuehire@armouries.org.uk

ROYAL ARMOURIES

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All prices are per day unless otherwise stated, subject to availability and dependent on exact requirements, exclusive of labour and VAT. Valid until 31st March 2024.

Please speak to your event planner or AV planner for more information.

TERMS & CONDITIONS

STANDARD TERMS AND CONDITIONS

'The venue' refers to The Royal Armouries and New Dock hall.

'The Customer' refers to the authorised signatory to invoice for hire of equipment and/or services.

'Event' means the event for which the customer is to hire the Venue.

'Event Date' means the first date of the hire period detailed on the Hire Agreement.

1. The exact cost of hiring any equipment or service (including labour charges) will be calculated after the Event in accordance with the unit rate, quantity and number of days or hours in the cost estimate, (errors and omissions excepted).

- a. The prices quoted are exclusive of VAT.
- b. The Venue reserves the right to surcharge for amendments to requirements made within five working days of the commencement of the hire period.
- c. Each estimate is customised and cannot be subdivided.
- d. We can only guarantee availability on any equipment and labour authorised more than 5 working days prior to the event. Any equipment and labour supplied within 5 working days of the event could be subject to extra costs.

2.

- a. Any equipment hired to the Customer will be operated during the Event by staff employed by the Venue.
- b. Equipment hired for use in the Venue may not be operated during the Event by the Customer.
- c. The Customer agrees to make good any damage or loss to equipment which is operated if paragraphs 2a and 2b are not followed.
- d. The Customer agrees to make good any damage or loss (however caused) to equipment which is hired to the Customer for use outside the Venue.
- e. The Venue agrees to replace or repair any equipment hired to the Customer which is found to be defective or faulty.

3. The Venue restricts the use of single or multi-channel radio microphone systems because of the possibility of cross-channel interference between floors and differing events. We utilise and reserve radio microphone channels and frequently hire in additional channels. Permission must be obtained first from the Venue's Production Manager by an outside production house, media organisation, or customer, wishing to use radio microphones. The in-house licensed and reserved frequencies are: 550.600, 551.200, 551.800, 552.400, 553.000, 553.600, 554.200, 554.800, 555.400, 556.000, 556.600, 557.200, 557.800, 558.400, 559.000, 559.600, 560.200, 560.800, 561.400, 562.000, 562.600, 563.200, 622.525, 623.575, 626.100, 627.250, 629.025, 629.450, 630.375, 631.500, 632.250, 633.150, 634.350, 635.150, 636.150, 636.750, 637.450, 637.850, 644.850, 647.000, 647.450, 648.950, 651.450, 653.000, 653.300, 656.750, 659.100, 659.950, 661.350, 661.850, 662.925, 665.300, 667.325, 667.950, 687.300, 687.900, 688.500, 689.100, 689.700, 690.300, 690.900, 691.500, 692.100, 692.700

We do not advise using frequencies on Channel 38 as this has been known to give problems in the Leeds area. If radio microphones are to be brought into the Venue by any third party, a list of frequencies must be submitted to the AV & Facilities Manager with a copy of the associated OFCOM licence.

4. The Venue reserves the right to substitute alternative equipment and/or services where original equipment and/or services are unobtainable or inappropriate or not able to be used.

- 5.** The Venue reserves the right to charge a deposit in respect of any equipment or service to be provided by the Venue.
- 6.** The Customer agrees to pay the Venue a cancellation charge amounting to:
- 50% of the total estimated cost of the hire if the Event is cancelled within five days before the Event date; or
 - The total estimated cost of the hire if the Event is cancelled within 48 hours before the Event date.
- 7.** If the customer postpones their event following the signing of their cost estimate, then any costs incurred by Royal Armouries LIVE will be chargeable.
- 8.** Additional equipment and/or services requested immediately prior to, or during an Event must be paid for by the Customer or authorised signatory on an additional request form, on which the additional prices will be clearly shown.
- 9.**
- The Customer warrants to the Venue that he/she is entitled to the copyright, or is authorised by the Copyright owner in respect of, any material which he/she intends to transmit, record, broadcast, re-broadcast or project audibly and/or visually.
 - The Customer agrees to indemnify the Venue in respect of any claim for any breach of copyright caused by the transmission, recording, broadcasting, re-broadcasting or audible and/or visual projection by the Customer of any material on or by means of equipment hired to him/her by the Venue.
- 10.**
- The Venue will not accept responsibility for disruption and inconvenience to, or the ruination of an Event and/or presentation where sub-standard slide materials and/or poor quality video playback material, have been presented to a technician for projection.
 - The Venue can accept no responsibility for delays or non-arrival of electronically mailed presentations or for corruptions/errors during electronic transit. The Customer agrees that the Venue will not be held responsible for failure to notify speakers and/or slide/video users of the minimum acceptable standards, or failure to gain their precise requirements, or for the unforeseen requirements of late- arriving speakers and/or slide/video users.
 - The Customer agrees that the Venue shall not be liable for any damage and/or loss to any media - including originals and one-off materials, unless the damage and/or loss is caused by the negligence of the Venue or its staff. 'Media' for the purpose includes any slides, computer software, graphics, originals and artwork.
- 11.** All estimates for sets and staging are for the hire of said items, not for their purchase.
- 12.** All estimates, contracts, plans, models, artwork, samples and specifications prepared by or ordered through the Venue remain confidential between the Venue and Customer and are not to be passed to a third party for a competitive bid.
- 13.** Charges are levied for access to the Venue's technical areas and for use of the Venue internal cabling network. Use of technical areas is only permitted under the supervision of Venue staff for which a charge will be made. Simultaneous Interpretation Booths are normally included in the above arrangement and are not available for use other than for interpretation.
- 14.** A 7% project management fee will be levied on each Event.
- 15.** Production companies working with Venue crew and equipment or third party suppliers will be required to sign a document stating clear lines of authority throughout the hire period and must deal entirely with the Venue Production Manager and/or designated authority in the direction of Venue audio-visual staff. The Customer agrees that any person employed or authorised by him/her to deal with any equipment or service in relation to the Event shall comply with any direction or instruction given to him/her in relation to the use of any equipment by the staff employed by the Venue.
- When working with production companies our practice is not to 'mix and match' responsibilities ie each crew will be responsible for a defined discipline eg sound, lights or projection rather than sharing it as a joint responsibility. The Venue and the production company will only be authorized to operate the equipment supplied by the respective parties.
- 16.** The Venue agrees to use its best endeavours to provide the equipment and perform the services specified in relation to the Event. The Venue does not however accept any liability for any failure to provide equipment or perform services where that failure is beyond the reasonable control of the Venue or its authorised agents. Royal Armouries and New Dock Hall Venue Live staff.

17. The Venue does not accept any liability for any loss or damage which arises directly or indirectly out of the use of the equipment or the performance (unless such loss arises from the negligence of the Venue or its staff). The Customer agrees to indemnify the Venue against any claim for any such loss or damage.

18. Hired equipment remains at all times the property of the Venue. The Customer shall not sell, or offer for sale, assign, mortgage or pledge the equipment or any part or parts thereof and the Customer will keep the equipment in their own possession for their own use and will not allow any lien or other encumbrance to be created in respect of the same. The Venue reserves the right to take steps to recover equipment from premises or in possession of the Customer and/or representative(s) where the hire thereof is terminated by non-compliance with any one or more of these conditions.

19. The client is responsible for their software and hardware used in events and the Venue will be responsible for theirs.

20. The Venue reserves the right to override content schedules on the digital signage system without notice.

21. The Venue reserves the right to amend the information and prices contained in this booklet without prior notice. Please read these Terms and Conditions in conjunction with the Venue's Standard Conditions of Hire.

22. Under the Venue's Data Protection Policy and to protect clients' privacy, the Venue would like to inform clients of how it treats client Data, Video and Audio after each event has finished. When a client has Data/Video and Audio presentations on their event, and QEII Live has recorded according to clients' AV signed estimate, these will be archived, then deleted in 3-month segments as standard unless a client specifies otherwise. Therefore, the maximum length of archived content would be 6 months at the point of deletion. This will be carried out under the Venue's General Data Protection Regulation (GDPR) policy which is referenced in the privacy section of our website

