

## In Person Events

For in-person events in Cowdray Hall

Audio Visual Package: £695 + VAT

- On-site AV technician
- 10,000-lumen ceiling-mounted projector and screen
- 4 repeater screens
- Stage (6m x 2m)
- Lectern
- Full sound system
- Lectern microphone
- 4 wireless microphones
- 4 top-table microphones
- Show laptop
- Presentation clicker
- Seamless switcher
  
- Additional hired microphones: from £75 + VAT per microphone
- *Virtual presenter: from £125 + VAT*

*(At least one week's notice required)*



- TV Screen -£150 + VAT
- Comfort Monitor -£125 + VAT
- Laptop Hire -£120 + VAT
  
- Additional Flipcharts & Marker -£25 + VAT
- Pads and Pencils -20p per person + VAT
- Printing -20p per item + VAT
- Magic Whiteboard (static Film) -£40 + VAT
  
- Breakout Rooms - from £400 VAT exempt
- Additional security/extended weekday opening hours -£150 p/hour + VAT





## Hybrid Events

*For Hybrid events in Cowdray Hall*

Hybrid AV Package: £2500 + VAT

- Full in person AV Package + Technician (see page 4)
- 2<sup>nd</sup> dedicated on-site Livestream Engineer
- Optional pre-meet with your event engineer
- Live Streaming
  - Stream to your chosen online platform
  - Full day of livestreaming
  - 3 BirdDog camera PTZ set up
  - Full streaming system with vMix encoder and camera controller
  - Dynamic camera coverage - actively follow and switch between different speakers, areas, or activities in the room
  - Professional live mixing of slides and camera shots with custom presets
  - A copy of the full stream footage post event (upon request)



*We're happy to work with you to meet your event needs. Please get in touch to discuss options.*

## Zoom Conferencing

Zoom video conferencing in meeting rooms: *price on enquiry*

## Livestreaming Add-ons

To enhance your hybrid event, the following add-ons are available:

*One month advanced notice required*

- Landing Page -£450 + VAT
- Branded lower thirds -£75 + VAT
- Custom backgrounds -£75 + VAT
- Stinger transitions -£75 + VAT
  - All above items -£625+ VAT

## Filming & Post-Production

- Filming (raw footage, including 1 technician): £850 + VAT
- Editing (up to 3 edits): £100 + VAT per hour (minimum 5 hours)
  - Additional edits: £125 + VAT per hour
- Highlight Reel of Event -£1,650 + VAT

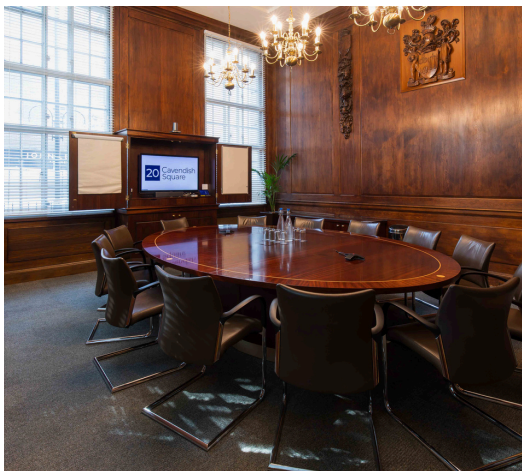
Includes:

- Pre-event briefing with the technical team
- Dedicated content capture technician
- 3 edited versions

Additional edits charged at £595 per day



# Internet Packages & Upgrades



## Complimentary WiFi

Free WiFi is available throughout the venue at 2.5 Mbps per device, suitable for general use, including:

- Web browsing and email
- Messaging and light social media use
- Low-bandwidth Zoom or Microsoft Teams calls

For events requiring stronger performance, we recommend upgrading to a Premium Package.

## Package A – £195

200 Mbps dedicated line  
10 Mbps per device  
Exclusive to one event

Ideal for smaller meetings or conferences requiring stable connectivity.

## Booking Notice Requirements

To ensure seamless delivery, we kindly request a minimum of 3 working days' notice for:

- Premium internet packages
- Custom SSID and password requests

## Package B – £250

400 Mbps dedicated line  
10 Mbps per device  
Exclusive to one event  
Custom SSID and password available for an additional £50  
(3 working days' notice required)

Ideal for large-scale events with multiple users requiring high-speed access.

Dedicated Hard-Wired Internet Lines

For maximum reliability and uninterrupted connectivity:

20 Mbps: £50  
50 Mbps: £100  
100 Mbps: £150

Recommended for live streaming, broadcasting, or data-intensive events.

## Corporate Video Production

Premium video production service, designed for organisations that want their communications to feel polished, confident and expertly crafted.

From leadership messages and strategic announcements to award winner spotlights and high impact interviews, our AV team create visually compelling content aligned with your brand that resonates with your audience.

You can expect a fully managed service that includes filming with professional cameras, lighting and audio to ensure a refined, consistent look. Our team supports a wide range of formats, including multi-camera interviews, cinematic talking heads and narrative-style profile pieces.

Pre-production planning helps refine your message, while post-production editing, colour grading and audio enhancement ensure a final product that feels cohesive and aligned with your brand. Content can be delivered in multiple formats suitable for internal communications, external campaigns, or event playback, giving you complete flexibility in how your story is shared.

[View examples here](#) (password is RCN VP)

## What's Included

- On-site filming with professional cameras, lighting and audio.
- Talking-head and piece to camera setups for internal or external comms.
- Interview filming with multi-camera options.
- Award winner or profile videos, including highlight-reel style edits.
- Pre-production planning and creative guidance.
- Professional editing, colour correction and audio mixing.
- Delivery in formats suitable for events, social media or internal platforms.

**Bespoke pricing per project**

