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Audio Visual and
Technology Packages

Cavendish
Square

**London W1's
Conference Centre
& Events Venue**

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)





Hybrid Events

For Hybrid events in Cowdray Hall

Hybrid AV Package: £2500 + VAT

- Full in person AV Package + Technician (see page 4)
- 2nd 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*

- 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



Livestreaming & Filming

Livestreaming Add-on Packages

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

Custom Landing Page - £450 + VAT

Livestream Branding Package - £250 + VAT

- Branded lower thirds
- Custom backgrounds
- Stinger transitions

One month advanced notice required

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



All of our meeting rooms are equipped with HD TV Screens, HDMI Cables and Yealink Units to support Microsoft Teams meetings or in-person presenting. This is included in the Room Hire charge.

Zoom Conferencing

Zoom video conferencing can be accommodated in our meeting rooms - *price on enquiry*

- PA system with 1 microphone -£150 + VAT
- Clickers -£25 + 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
- Additional security/extended weekday opening hours -£150 p/hour + VAT



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

