

**AUDIO VISUAL TARIFF  
2023 - 2024**
**Audio equipment and audio services**

£ incl. VAT

Lectern with wired microphone	£95
Wireless lapel microphone	£90
Wireless handheld microphone	£80
Microphone stand	FOC
Cabled table microphone	£45
8 channel analogue sound desk	£45
Digital sound desk	£190
Audio recording - MP3 recording on USB stick	£140
Multitrack audio recording	POA
Active speaker	£110
Background music - per space	£35

**Video equipment**

55" 4K LED screen on wheeled base - HDMI connection included	£300
42" HD comfort monitor with hide - floor	£150
Small format seamless presentation switcher	£190
Presentation camera and audio link connections	£600
AV laptop - for production use	£150

**Lighting equipment**

4 x RGB LED uplighters	£100
8 x RGB colour wash bar - Terrace Pavilion only	£200

**Furniture**

Mobile podium unit - 4' x 4'	£55
Stage structure	£500
Accessible ramp for mobile staging	FOC

Please be aware that we charge a 100% cancellation fee for all equipment cancelled less than 48 hours before the start of an event. A 20% surcharge will be added to all AV equipment hire charges and technician hire charges if ordered less than 48 hours prior to the event.

All rates are inclusive of VAT at the standard rate.

### **Additional audio visual staffing – House sitting**

£ incl. VAT

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Technical assistance - Mon-Thu 7:30am – 6:00pm - up to 4hrs	£275
Technical assistance - Mon-Thu 6:00pm – 10:00pm - up to 4hrs	£375

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### **Additional audio visual staffing – Recess/Non-sitting days**

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Technical assistance - Mon-Thu 7:30am – 4:00pm - up to 4hrs	£275
Technical assistance - Mon-Thu 4:00pm – 10:00pm - up to 4hrs	£375
Technical assistance - Fri from 4:00pm and Saturday - up to 8hrs incl. 1hr break	£655

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## TERRACE PAVILION AV PACKAGE

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**Furniture:**

Stage (4' x 8') with lectern

**Sound:**

PA sound system

1 x wired microphone

**Visual:**

3 x 75" 4K LED screen – HDMI connection included

**£ - included in room hire charge**

## ATTLEE SUITE AV PACKAGE

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**Furniture:**

Podium (4' x 4') with lectern

**Sound:**

PA sound system

1 x wired microphone

**Visual:**

2 x 75" 4K LED screen – HDMI connection included

**£800.00**

## THAMES PAVILION, CHURCHILL ROOM TERRACE DINING ROOMS, MEMBERS' DINING ROOM, STRANGERS' DINING ROOM, AV PACKAGE

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**Furniture:**

Podium (4' x 4') with lectern

**Sound:**

PA sound system

1 x wired microphone

**£100**

## UPGRADE OPTIONS

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*Sound Upgrade Option 1:*

4 x top table or 2 x wireless handheld microphones

8 channel analogue sound desk

Technical assistance - 1 technician

**£450**

*Sound Upgrade Option 2:*

4 wireless microphones

Choice of lapel or handheld

8 channel analogue sound desk

Technical assistance - 1 technician

**£600**

*Vision Upgrade Option 1:*

AV laptop

2 x 55" 4K LED screen on wheeled base

HDMI distribution amp

Setup assistance

**£700**

*Vision Upgrade Option 2:*

AV laptop

4 x 55" 4K LED screen on wheeled base

HDMI distribution amp

Setup assistance

**£1,300**

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## Filming and streaming events

UK Parliament operates strict rules on filming. There are different rules depending on what type of filming you are conducting and how you are going to use what you produce.

Permission to film must be sought in advance from the Events office. Filming is only permitted for personal use and not for onward broadcast, or any activity deemed of a commercial nature, to drum up business, market product and services, solicit new membership, etc. Events may not be streamed to publicly accessible platforms e.g. YouTube, Instagram, corporate websites, etc. Only controlled-access platforms with an invited audience may be permitted e.g. Microsoft Teams, Zoom, Google Meet, etc.

Filming for wider publication requires permission from the Commons Press Office. Wider publication means any publication of footage outside of personal websites and social media, e.g. any media outlet (including newspapers, magazines, journals, and their associated websites and social media).

Permission to film can be suspended with little or no notice at the discretion of the Serjeant at Arms.

### Basic streaming package

£450

Visual	<ul style="list-style-type: none"> <li>1 x HD camera wide shot of stage</li> </ul>
Sound	<ul style="list-style-type: none"> <li>all booked microphones are mixed into the video platform</li> </ul>
Compatible	<ul style="list-style-type: none"> <li>Microsoft Teams, Zoom, Google Meet, etc</li> </ul>
Note	<ul style="list-style-type: none"> <li>for external attendees to 'view only', no external attendee interactivity (Q&amp;A)</li> <li>laptop can be provided at an additional cost if required</li> <li>customer must provide an account for their preferred platform</li> </ul>

### Assisted streaming package

£600

Visual	<ul style="list-style-type: none"> <li>1 x HD camera wide shot of stage</li> </ul>
Sound	<ul style="list-style-type: none"> <li>all booked microphones are mixed into the video platform</li> <li>audio levels and connection monitored by an AV technician</li> </ul>
Compatible	<ul style="list-style-type: none"> <li>Microsoft Teams, Zoom, Google Meet, etc</li> </ul>
Note	<ul style="list-style-type: none"> <li>external attendee interactivity (Q&amp;A) requires client provided moderator</li> <li>laptop can be provided at an additional cost if required</li> <li>customer must provide an account for their preferred platform</li> </ul>

### Self-service video conferencing package – 8 to 20 pax

£400

Visual	<ul style="list-style-type: none"> <li>1 x HD web camera</li> <li>1 x 55" 4K LED screen on wheeled base</li> </ul>
Sound	<ul style="list-style-type: none"> <li>up to 3 x Jabra speakers</li> </ul>
Compatible	<ul style="list-style-type: none"> <li>Microsoft Teams, Zoom, Google Meet, etc</li> </ul>
Note	<ul style="list-style-type: none"> <li>suitable only for a boardroom table layout</li> <li>laptop can be provided at an additional cost if required</li> <li>customer must provide an account for their preferred platform</li> </ul>

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