

ICA EVENT EXTRAS

INCLUDED IN ROOM HIRE

- PA system for playlist use (Nash Room, Brandon Room & Upper Galleries)
- 12 x Portable LED uplighters
- Post-event cleaning

INCLUDED IN DINING EVENTS

Dining events include all items listed under Room Hire, plus the following:

- 120 x Black Ercol chairs
- Dining tables
- Linens

OPTIONAL EXTRAS (ALL SUBJECT TO VAT)

- Security / £200 per guard, per slot*
- Cloakroom / £200 per 100 guests (includes rails and attendant)
- DJ Set-up / £150
- Sound Engineer / £350 per slot* (this fee is applicable for microphone usage)
- Lighting Engineer / £350 per slot*
- Production Manager / £500 per slot*
- Upper Galleries Furniture Removal (booths and disco balls) / £1,500
- Black Ercol Chairs (120) / £200
- Trestle Tables / £200
- TV / £150
- Projector / £150
- Mid-event Cleaning / £150 per slot
- Hanging System / Price upon request
- Additional Linen / Price upon request

*Please note: The ICA may deem certain services necessary based on your event’s requirements. You will be notified in advance should this apply. Charges must be paid in advance of the event and will be added to your final invoice.

ROOM HIRE / DRY HIRE

- Events Supervisor – based on Carlton House Terrace (covering load-in and load-out)
- Security – not included unless deemed necessary by ICA
- Early Access Fees – £500 + VAT per hour before 09:00
- Post-Event Cleaning – included

FOOD & BEVERAGE EVENTS – EVENING

- Security – charged to the client
 - 2 x Carlton House Terrace
 - 1 x Roving
- Balconies – optional, charged to the client
- Staffing – fully provided by Bistrotheque
- Reception EA – 1 included
- Cloakroom – 2 x staff, charged to client
- Post-Event Cleaning – included
- Tech (AV / Lighting / etc) – available upon request, charged to client

FOOD & BEVERAGE EVENTS – DAYTIME

- Security – charged to the client
 - 1 x Carlton House Terrace
- Balconies – optional, charged to the client
- Staffing – fully provided by Bistrotheque
- Reception EA – 1 included
- Cloakroom – 1 to 2 staff, charged to client (based on guest count)
- Post-Event Cleaning – included
- Tech (AV / Lighting / etc) – available upon request, charged to client

FULL BUILDING TAKEOVER

- Pricing – available upon request