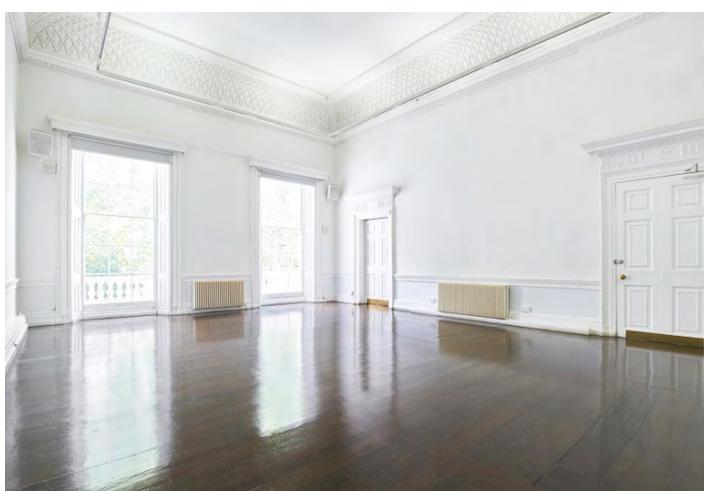


# EVENT HIRE AT THE ICA



OUR UNIQUE SPACES

# NASH & BRANDON



## CAPACITY

### Nash

Dining: 80  
Theatre style: 75 including speakers  
Standing: 90

### Brandon

Dining: 60  
Theatre style: 50 including speakers  
Standing: 60

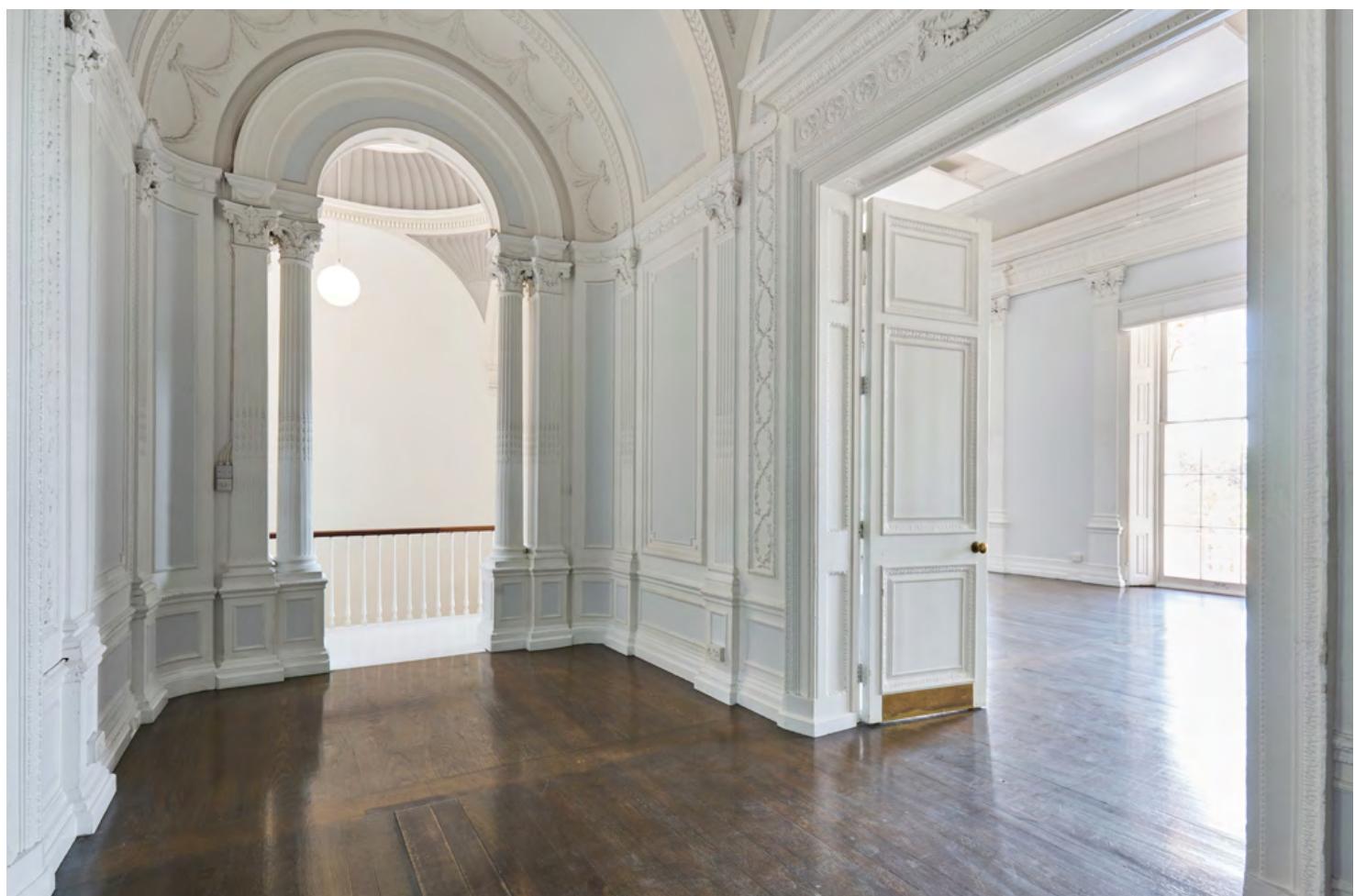
### Combined

Dining: 140  
Standing: 150

Hired with Upper Galleries: 250

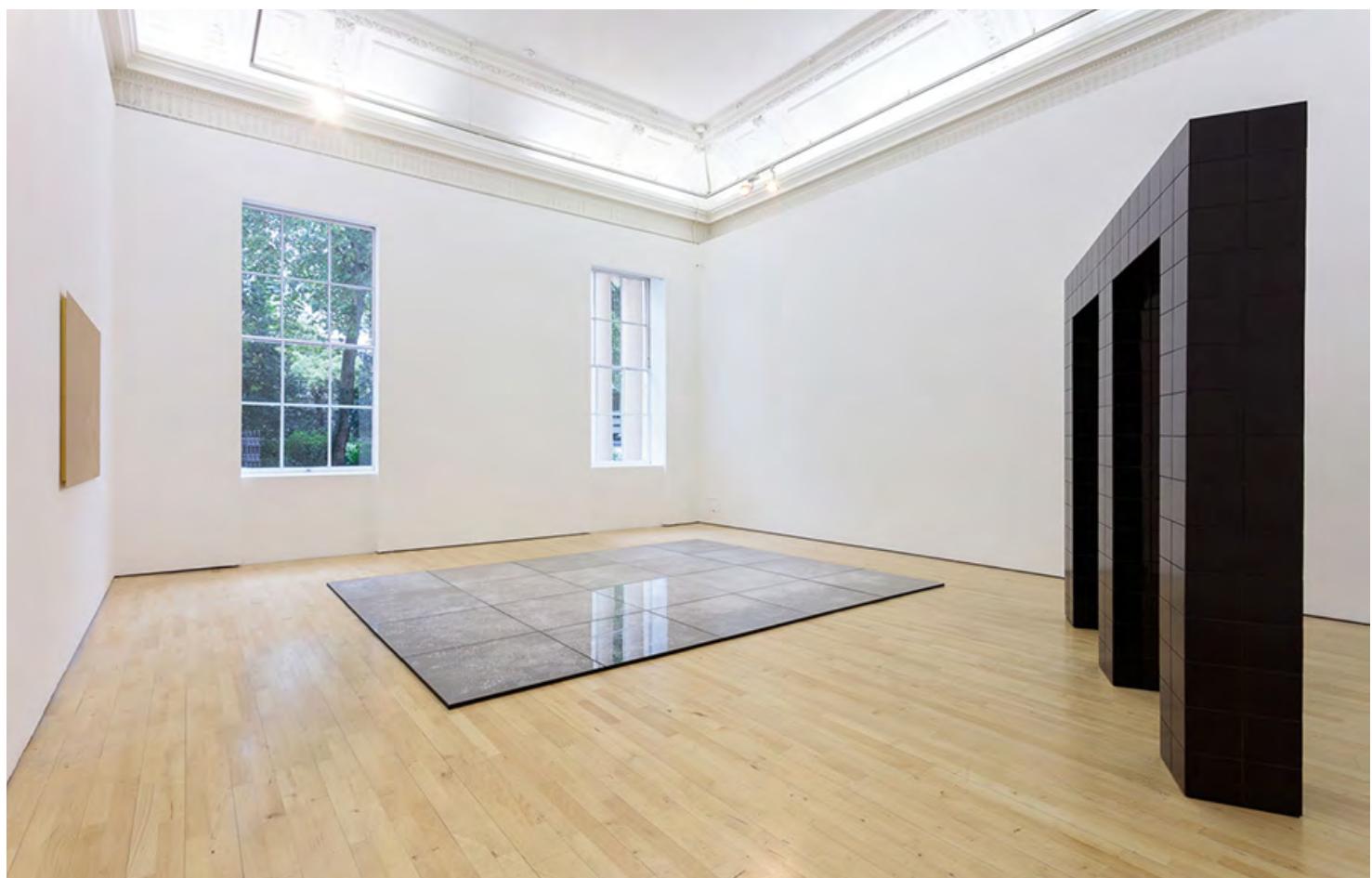
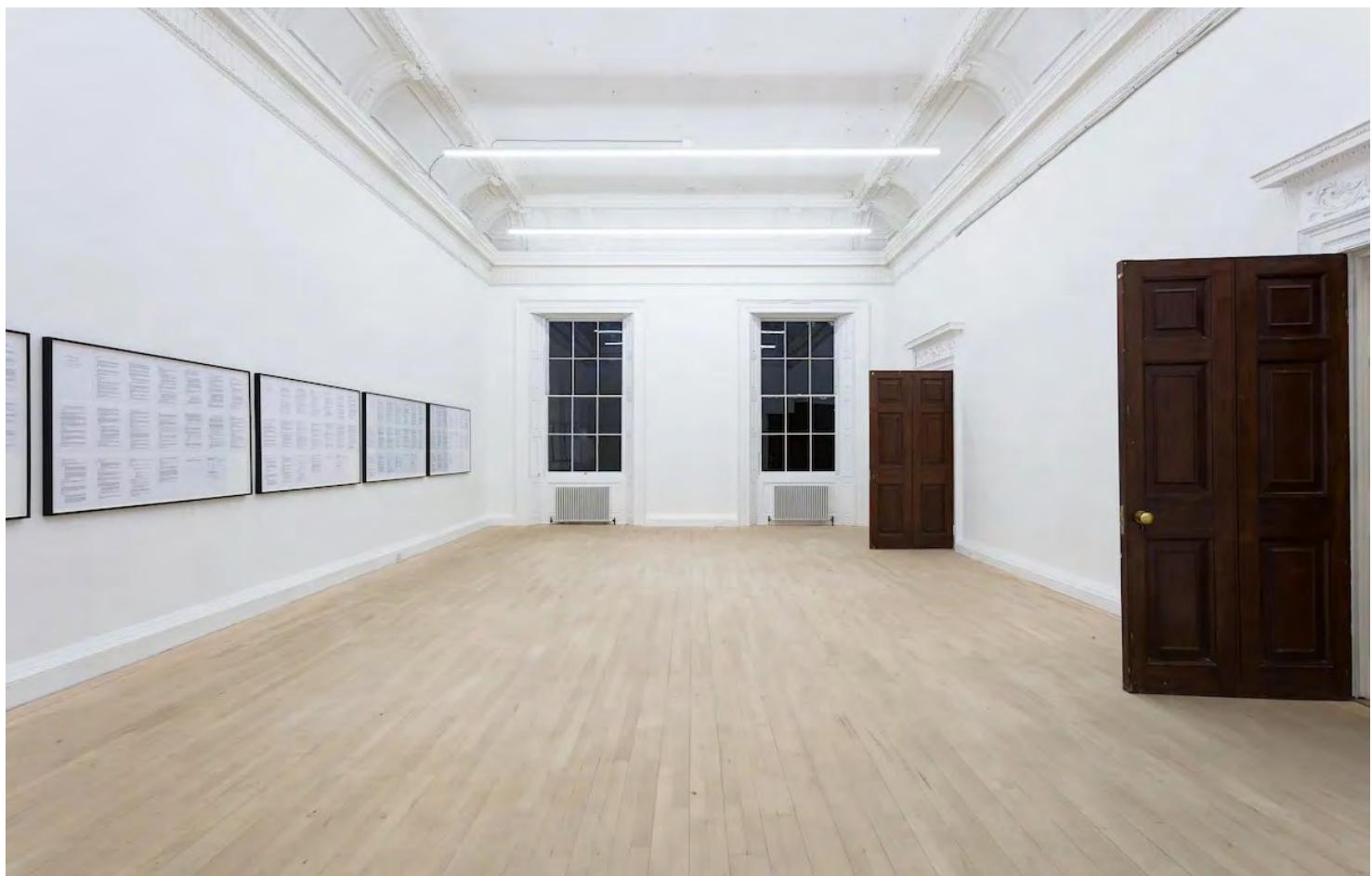
## PRICING

Daytime (09:00 – 16:30): £3,000 + VAT  
Evening (18:00 – 23:00): £4,000 + VAT  
All Day (09:00 – 23:00): £5,000 + VAT





# UPPER GALLERIES



## CAPACITY

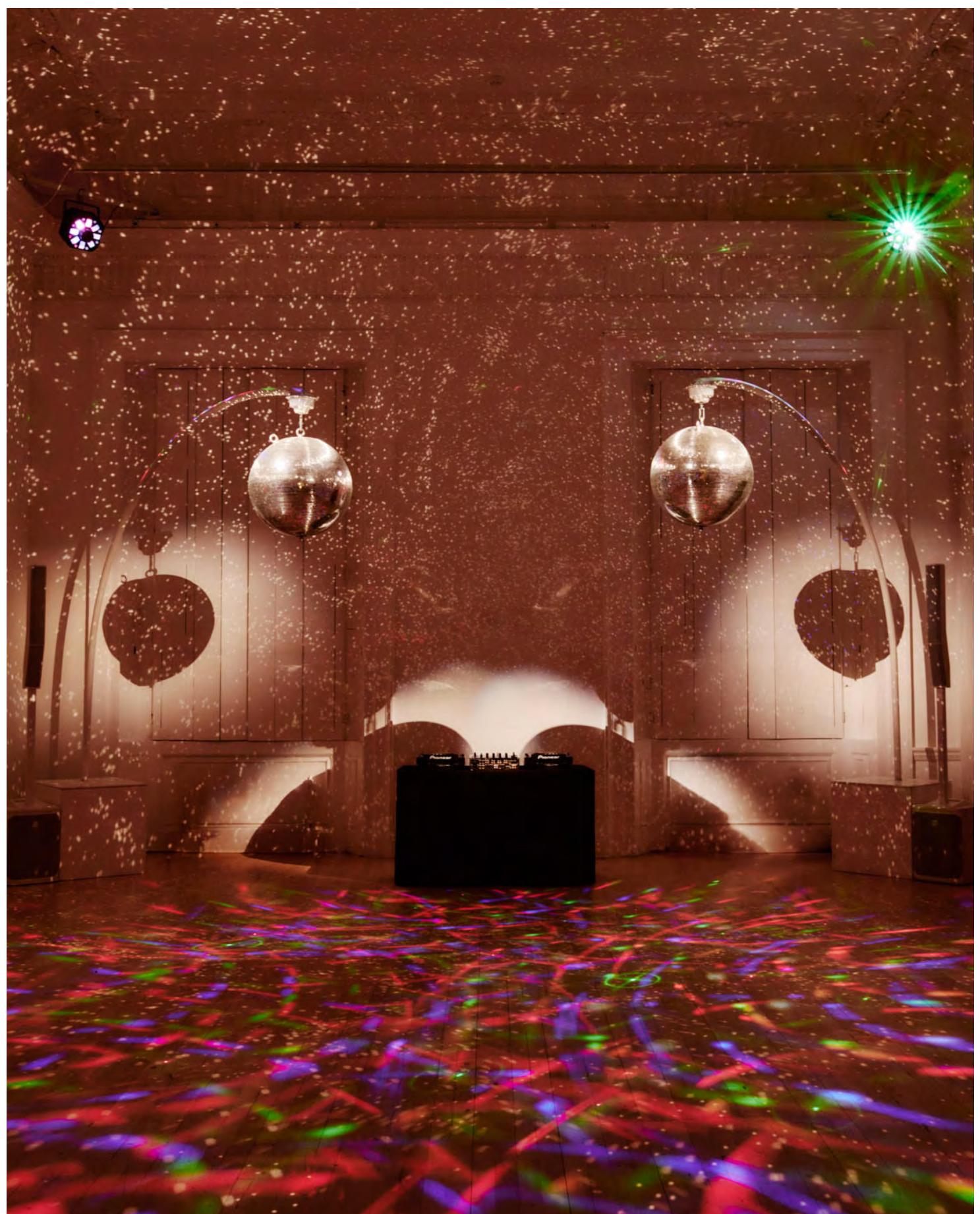
Dining: 60  
Standing: 124

Hired with Nash & Brandon: 250

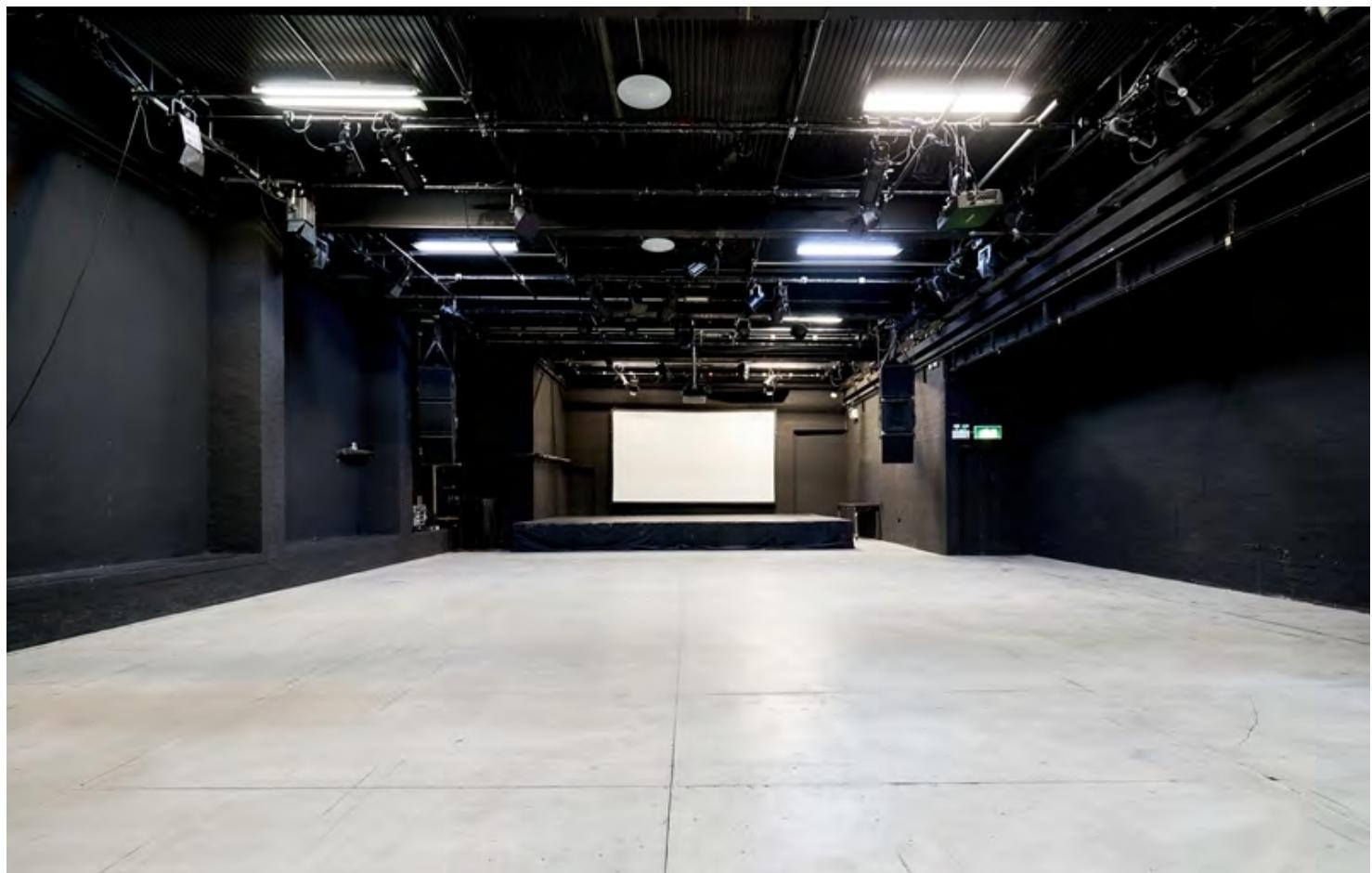
## PRICING

Daytime (09:00 – 16:30): £2,000 + VAT  
Evening (18:00 – 23:00): £3,000 + VAT  
All Day (09:00 – 23:00): £4,000 + VAT

Additional Cost: £1,500 + VAT for furniture removal  
(disco balls and pink booths).



# THEATRE



## CAPACITY

Dining: 200  
Standing: 350

## PRICING

Daytime (09:00 – 16:30): £4,000 + VAT  
Evening (18:00 – 23:00): £5,000 + VAT  
All Day (09:00 – 23:00): £7,000 + VAT



# ICA BAR



## CAPACITY

### Upper Bar

Dining: 40

Standing: 60

### Upper & Lower Bar

Standing: 180



## PRICING

Upon request

# CINEMA 1



## CAPACITY

185

## VENUE HIRE TIME RATE

Monday, 9am–5pm: £2500  
Monday, 6pm–11pm: £3000  
Tuesday–Thursday, 8am–4pm: £2000  
Friday–Sunday 8am–noon: £1500 + VAT

Both screens can play DCP, 35mm, Digi Beta, Blu-Ray, DVD and computer files

# CINEMA 2



## CAPACITY

45

## VENUE HIRE TIME RATE

Monday, 9am–5pm: £1500  
Monday, 6pm–11pm: £2000  
Tuesday–Thursday, 8am–4pm: £1000  
Friday–Sunday hourly 8am–noon: £750 + VAT

Both screens can play DCP, 35mm, Digi Beta, Blu-Ray, DVD and computer files

# GARDENS



## Waterloo Garden East (Seasonal Outdoor Option)

Availability: 1st May – 30th September

### CAPACITY

Standing: 150

### PRICING

£15 per person (payable to crown estate via the ICA). Valid until April 2026.

£1200 additional room hire fee.

Additional £1500 + 15% discretionary service charge food and beverage minimum spend.

# ICA EVENT HIRE ADDITIONAL COSTS

**All fees are per day unless specified and subject to VAT.**

Please note that all rates listed are based on dry room hire only. Catering, external elements, and any additional production requirements are charged separately, and all costs will be clearly outlined and confirmed with you in advance.

Catering by Bistrotheque is available on request for all hires listed, please don't hesitate to enquire about this should you wish to include catering as part of your event.

For all enquiries: [events@ica.art](mailto:events@ica.art)

## STAFFING & EXTRAS

### **Security: £150 per guard (per 6 hours)**

Charged at the ICA's discretion. Events requiring security will be notified during contracting.

Please note: use of the ICA balconies will require a guard per balcony.

### **Cloakroom: £150 (per 6 hours per 80 guests)**

Includes cloakroom rails and an attendant.

### **Mid-Event Cleaning: £150**

All hires include a daily post-event clean and regular bathroom checks.

### **Use of in-house furniture: crew cost upon request**

## NASH HOUSE AV / TECH

### **Basic Technician Package: £350**

Includes a technician for the live event and access to ICA in-house equipment (subject to availability):

- Plasma screen
- Projector
- Microphones
- PA system (for playlist use)
- DJ setup
- 12 x uplighters with colour change

Full specifications are available in the Event Bible. Please note that use of the in house equipment is not permitted without an ICA tech present.

### **Nash & Brandon Hanging System:**

### **Price upon request**

Further details can be found in the Event Bible.

## NASH HOUSE AV / TECH

### **Minimum Technician Fee applied to all theatre events: £500**

Includes (subject to availability and upon request):

- PA system (for playlist or talks)
- Projection screen
- Basic lighting setup (pre-programmed)
- Microphones

Complex theatre setups priced upon request.

## CINEMA AV / TECH

### **Included in Cinema Pricing:**

1 x Technician to oversee the hire and deliver the screening using in-house equipment.

If an additional technician or hired-in equipment is required, this will be communicated and charged accordingly.

## PRODUCTION

### **Preferred Supplier: KMC**

KMC, represented by Kirsteen, is a trusted in-house producer with an in-depth understanding of the ICA's operational complexities. As the ICA is an older and architecturally intricate building, Kirsteen's experience and familiarity with the space are invaluable to ensuring seamless production. She is highly capable of working independently or in collaboration with external production companies. Kirsteen's fees will be outlined during the initial planning phase and charged accordingly.

### **– Alternative Suppliers:**

Must submit RAMS and all Health & Safety documentation at least 2 weeks in advance for ICA approval.

### **– On-Site Production Manager:**

The ICA reserves the right to appoint and charge for an on-site Production Manager if deemed necessary. This requirement typically applies to complex production setups, events involving multiple external suppliers, or hires spanning multiple spaces. The presence of a dedicated Production Manager ensures smooth coordination and the protection of the venue's infrastructure.

## MULTISPACE HIRES

Hires that span more than one ICA space will incur additional fees, to be priced upon request.

