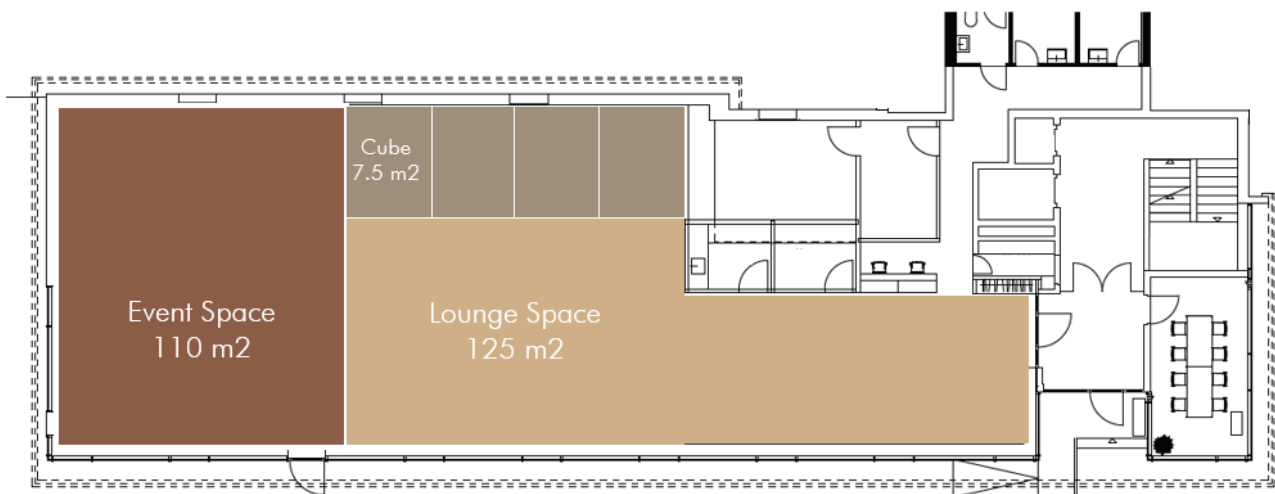


# THE STAGE SPACE BY SHSG

## Prices & Conditions theSTAGE - Autumn Semester 2021



### Events

	Non-Profit / Teaching	For Profit / Internal	For Profit / External
<b>Event Space</b>			
Half Day (<4h)	200	300	500
Full Day (>4h)	300	450	750
<b>Full Space (Event + Lounge Spaces)</b>			
Half Day (<4h)	300	450	750
Full Day (>4h)	500	750	1'250

Exclusivity Surcharge  
Multi-Day Discount (>2d)

**20%**  
**15%**

Additional Employee Hours  
Tech Introduction

**CHF35/h**  
**CHF200**

### Cubes

Minimum Rental Period  
Maximum Rental Period

**2 weeks**  
**6 weeks**

Price per Week  
Security Deposit

**CHF15**  
**CHF100**

# THE STAGE SPACE BY SHSG

## Capacities

	Overall Capacity	Boardroom	Classroom	U-Shape	Workshop	Theater
Event Space	50	16	18	20	16-32	50
Full Space	90/100*	22/26*	18/24*	20/28(Hollow Square)*	32/48*	60/100(without seating)*

\*only possible with exclusivity

## Cancellation Policy

If an event is no longer possible due to changes to Covid regulations, the event will be canceled without cost. Otherwise, the following fees apply:

Cancellation <2mo prior	<b>40%</b>
Cancellation <1mo prior	<b>60%</b>
Cancellation <1week prior	<b>80%</b>

## Catering

Catering in theSTAGE is offered by our partners, Candela and Bereich Gastro. We are happy to put you in contact with them. If you would like to work with a different catering partner, please inform us ahead of time. Catering costs are external to theSTAGE and will be billed separately.

## Additional Services

The rental price of theSTAGE includes the following services:

- Room rental
- Furniture and material in the room
- Event meetings
- Event setup and cleanup
- Coordination with the Bereich Gastro or Candela on set up

The following additional services are not included within the price and will be charged at a rate of CHF35 per employee hour.

- Additional furniture setup or transport from theCO
- Coordination with external catering partners
- Event supervision
- On-site tech support during the event

Event supervision is required in the case of organizations that are external to the University of St. Gallen, or for events which take place outside of the opening hours of theSTAGE (Mon-Sun, 06.00-22.00).

# THE **STAGE** SPACE BY SHSG

## **Technical Equipment**

Our technical equipment includes:

- BackSTAGE Room to organize content from – included in base setup
- 6x Bütex 2mx1m Mobile Stage Elements – included in base setup
- 3x 2mx2.5m Textile Canvas Frames – included in base setup
- 2x 75" UltraHD Samsung Screens – 1 included in base setup
- 4x Logitech Conference Cams – 1 included in base setup
- 2x LED Softlight Panels
- 2x LED Spots
- 1x Panasonic GH5 with Tripod
- 1x Blackmagic ATEM Mini Pro ISO mixing console
- 2x Freestanding Speakers
- 1x Audio Mixing Console
- 3x Headset Microphones
- 1x Handheld Microphone
- 1x CatchBox Microphone

## **Contact**

Jelle Holler  
theSTAGE – space by SHSG  
St. Jakob-Strasse 21  
9000 St. Gallen

Telephone: (+41) 071 224 24 37 (theCO, Mo-Fr: 08.00-17.00)

Email: [thestage@shsg.ch](mailto:thestage@shsg.ch)