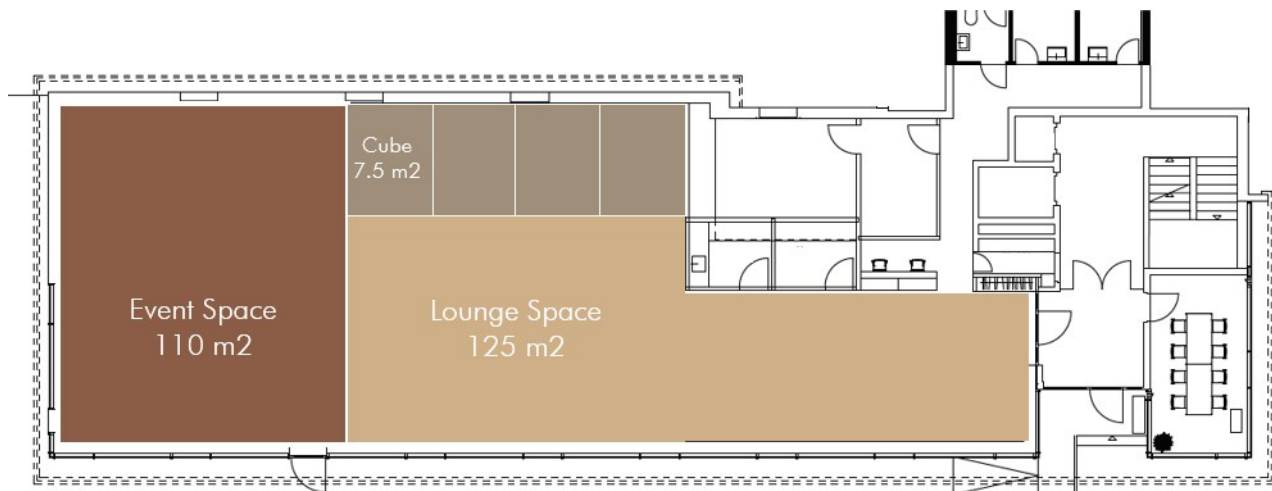


# THE STAGE SPACE BY SHSG

## Prices & Conditions theSTAGE – Spring Semester 2022



### Rent Areas

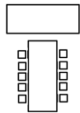

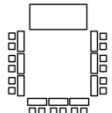
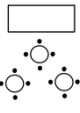
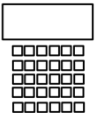
	Students & HSG Clubs	Internal & Teaching	For Profit / External
<b>Event Space</b>			
Half Day (<4h)	270	300	600
Full Day (>4h)	450	500	900
<b>Full Space (Event + Lounge Spaces)</b>			
Half Day (<4h)	450	500	900
Full Day (>4h)	630	700	1'110

Exclusivity Surcharge **20%**  
 Multi-Day Discount (>2d) **15%**

Additional Employee Hours **CHF35/h**

# THE STAGE SPACE BY SHSG

## Eventsetup & 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)*

The setups listed are our standard setups, which theSTAGE team will prepare for your event free of charge.

We will gladly accept special requests, but will charge an additional fee in case the following furniture has to be moved:

- Stage Elements
- Sofa Furniture

## 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

Event supervision is required in the case of organizations that are external to the University of St. Gallen.



## Technical Equipment

From events in presence to hybrid, in theSTAGE everything is possible. We rent our technical equipment in packages. Depending on the package the following services are included:

### Basic (included in rent price)

- BackSTAGE Room to organize content from
- 6x Bütex 2mx1m Mobile Stage Elements
- 3x 2mx2.5m Textile Canvas Frames
- 2x 75" UltraHD Samsung Screens
- 4x Logitech Conference Cams

### Standard (CHF 70.00)

- 2x Freestanding Speakers

### Premium (CHF 500.00)

- 2x LED Softlight Panels
- 2x LED Spots
- 1x Panasonic GH5 with Tripod
- 1x Blackmagic ATEM Mini Pro ISO mixing console
- 1x Audio Mixing Console
- 3x Headset Microphones
- 1x Handheld Microphone
- 1x CatchBox Microphone
- Technical support during event

## Cancellation Policy

If an event is no longer possible due to changes to Covid regulations, the event will be canceled without cost, but we'll charge the employee costs that we had so far if we can't find an alternative date. Otherwise, the following fees apply:

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

# THE **STAGE** SPACE BY SHSG

## Cubes

Minimum Rental Period	<b>2 weeks</b>	Price per Week	<b>CHF20</b>
Maximum Rental Period	<b>6 weeks</b>	Security Deposit	<b>CHF100</b>

## Contact

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9000 St. Gallen

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