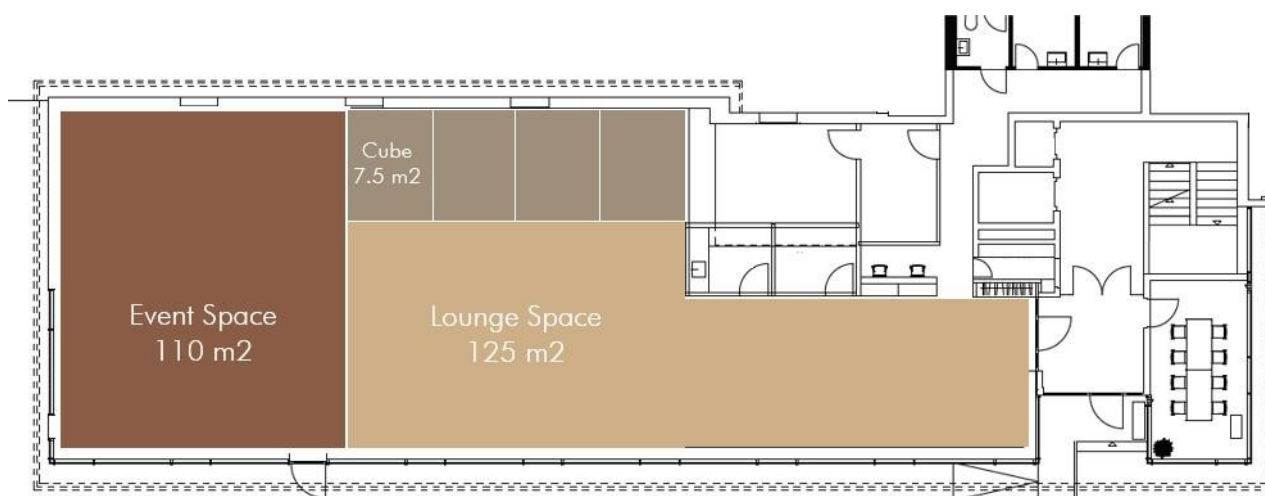


# THE STAGE SPACE BY SHSG

## Prices & Conditions theSTAGE Autumn Semester 2022



### Rent areas

	Students & HSG Clubs	Internal & Teaching	For Profit / External
<b>Event Space</b>			
Half day (< 4 hours)	CHF 270.00	CHF 300.00	CHF 600.00
Full day (> 4 hours)	CHF 450.00	CHF 500.00	CHF 900.00
<b>Full Space (Event Space + Lounge Space)</b>			
Half day (< 4 hours)	CHF 450.00	CHF 500.00	CHF 900.00
Full day (> 4 hours)	CHF 630.00	CHF 700.00	CHF 1'110.00

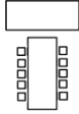

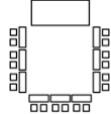

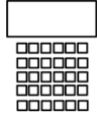
### Additional services:

Exclusivity surcharge*:	<b>20%</b> of the rent price
Multi-day discount (> 2d):	<b>15%</b> of the rent price
Additional employee hours:	<b>CHF 35.00</b> per hour

\*The "Exclusivity surcharge" allows the lessee to use the spaces of theSTAGE with full exclusivity. Without the Exclusivity surcharge formula, the lessee must allow other people (e.g., Cube tenants) to freely access theSTAGE and the spaces which are not reserved for the event. The Exclusivity surcharge can be used if an event contains confidential information or if the spaces in the Cubes must be used.

## Event setup & Capacities

The set-ups listed below are the pre-defined set-ups which are included in the rent price and which we can prepare for you. Each set-up has its own capacity listed below.

	Overall capacity	Boardroom 	Classroom 	U-shape 	Workshop 	Theater 
Event Space	50	16	18	20	16-32	50
Full Space (Event + Lounge)	90/100	22/26	18/24	20/28 (Hollow square)	32/48	60/100* (without seating)

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 in the Lounge Space

For the basic setups the first 6 employee hours are included in your rent contract.

\*Please note that the maximum total capacity of theSTAGE due to fire-safety reasons is limited to 100 people including employees.

## Catering

Catering in theSTAGE is offered by our partners; **Restaurant Candela** ([www.restaurantcandela.ch](http://www.restaurantcandela.ch)) and **Bereich Gastro** ([www.bereichg-hsg.ch](http://www.bereichg-hsg.ch)). You are also free to work with a different catering partner of your choice. In this case, please inform us beforehand. Catering costs are external to theSTAGE and will be billed separately by the catering firm.

## Additional Services

The following additional services are not included within the price and will be charged at a rate of CHF 35.00 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

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

Items included	Basic	Standard	Standard Plus	Premium
Access to backstage room (on demand)	✓	✓	✓	✓
2x 75" UltraHD Samsung Screens	✓	✓	✓	✓
1x Logitech Conference cam (on demand)	✓	✓	✓	✓
2x Freestanding speakers		✓	✓	✓
1x Catch-box microphone			✓	✓
1x Clip microphone			✓	✓
2x LED Soft light Panels				✓
2x LED Spots				✓
3x Headset Microphones				✓
1x Handheld Microphone				✓
1x Panasonic GH5 camera with Tripod				✓
1x Audio Mixing Console				✓
1x Blackmagic ATEM Mini Pro ISO mixing console				✓
Technical support during the event				✓
<b>Price per day (CHF)</b>	(included)	70.00	110.00	500.00

## Cancellation Policy

If an event is cancelled by the lessee, the following cancellation fees apply:

Cancellation less than <b>2 months</b> prior the event date	<b>40%</b> of total costs
Cancellation less than <b>1 month</b> prior the event date	<b>60%</b> of total costs
Cancellation less than <b>1 week</b> prior the event date	<b>80%</b> of total costs

If an event is no longer possible due to changes in Covid regulations, the event will be canceled without cost. Only the employee hours will be charged if there cannot be found an alternative date for the same event.

You can submit a rental request by using [this form](#), visiting our website or by directly contacting the Location Manager at theSTAGE.

## Cubes

Cubes can be rented with a request through [this form](#), on our website or by directly contacting the Location Manager of theSTAGE. The request must be submitted at least one week before the beginning of the renting period.

	Students
<b>Cubes</b>	
<b>Price per week</b>	CHF 20.00
<b>Security deposit (in cash)</b>	CHF 100.00
<b>Rental period</b>	
<b>Minimum</b>	2 weeks
<b>Maximum</b>	6 weeks

## Contact

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