

Event Management Service

The event management service has been designed to take the hassle out of running smaller events. The service applies to events where the attendees are internal or no charge is made to those attending. Events with external attendees and where delegates are being charged to attend will be subject to the internal day delegate rates.

The Event Essex Team can organise your

- Meeting rooms (lecture theatres and classrooms)
- AV equipment and technical assistance
- Accommodation on campus or at local hotels
- Catering in your function room, catering venue or other local venue
- Maps and parking permits for the Colchester campus
- Visitor access permits to the Southend campus buildings
- Signage on campus
- We can also help to arrange off-site day trips, coach transfers and catering functions which are part of a conference held at the Colchester and Southend campuses.

Charges

£2.00 per person (minimum charge £50.00)

Additional Costs

Catering

Tea/Coffee/Biscuits	£2.10 per person per serving
Buffet lunches	from £5.45 per person
Formal dinners on campus	menus available on request

AVMS

Dedicated technical assistance – if required	
Weekdays between 9am-5pm	£18.00 per hour
Weekdays before 9am or after 5pm	£27.00 per hour (<i>after 5pm – 2hr minimum</i>)
Weekends	£36.00 per hour (<i>minimum 4hrs</i>)

Estates

- Heating and lighting.
 - Cleaning and set up/down of rooms.
- Dependent on rooms used, time and day of the week

Additional Services Available

Delegate badges	£0.50 per badge
Support with on the day delegate registration	£10.00 per hour
Collation of delegate packs pre event	£10.00 per hour

Prices are correct at time of printing and maybe subject to change.