

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

- AV equipment and technical assistance
- Meeting rooms (lecture theatres and classrooms)
- 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	£1.80 per person
Tea/Coffee and Border biscuits	£2.30 per person
Tea/Coffee and Tiptree afternoon tea cakes selection	£3.10 per person
Finger buffet menu	from £9.50 per person
Premium sandwich	from £5.85 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 (after 5pm — 2hr minimum)
Weekends	£36.00 per hour (minimum 4hrs) 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.

Event Essex is part of University of Essex Campus Services Ltd, which is registered in England and Wales with registered number 253481 7 and the registered office at Wivenhoe Park, Colchester, Essex C04 3SO

