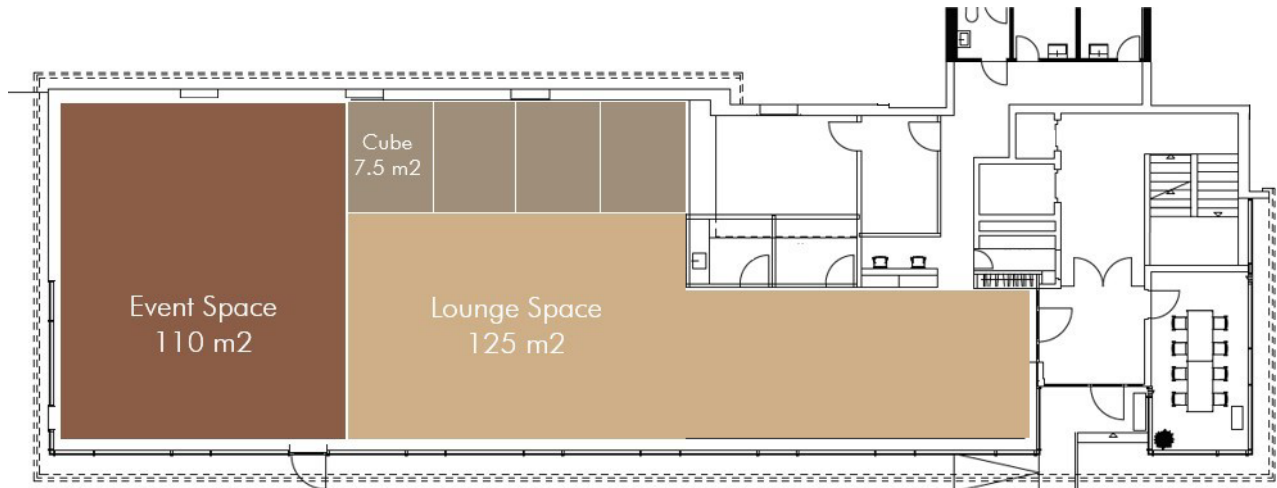


Prices & Conditions theSTAGE Valid from Autumn semester 2023



Rent prices

	Students & HSG Clubs	Internal & Teaching	For Profit / External
Event Space			
Half day (< 5 hours)	CHF 270.00	CHF 300.00	CHF 600.00
Full day (> 5 hours)	CHF 450.00	CHF 500.00	CHF 900.00
Full Space (Event Space + Lounge Space)			
Half day (< 5 hours)	CHF 450.00	CHF 500.00	CHF 900.00
Full day (> 5 hours)	CHF 630.00	CHF 700.00	CHF 1'110.00

Event space:

By renting the “Event Space”, the organisers can solely make use of the Event space area. The remaining areas remain open to the public. The event space can be divided by a curtain to separate it from the rest of the location.

Full space:

By renting the location with the “Full Space”, the location will be fully available to the organisers. An exception are the Cubes which are separately rented as offices for longer periods of time. The access to the Cubes must be guaranteed to the tenants at any time.

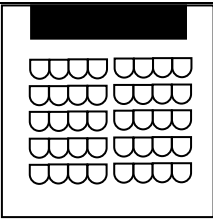
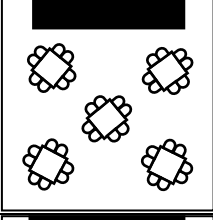
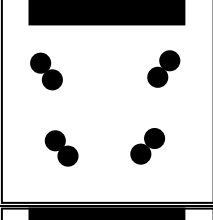
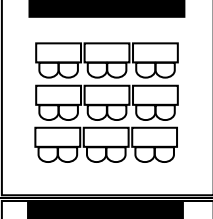
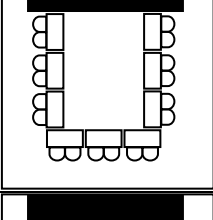
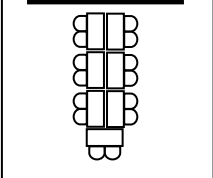
Additional services

Additional employee hours*: **CHF 35.00** per hour
 Multi-day discount (minimum 3 subsequent days): **15%** discount on rent price

**Presence of an employee is necessary during the whole event duration for external customers.*

Event setups & Capacities

Included in the rent price a set-up can be chosen which will be prepared for the beginning of the event.

Event Space			
Configuration		Capacity*	Options
Theatre		50	Additional standing tables on the back (+15-20 people)
Workshop		40	Additional tables in the Lounge space (renting "Full Space" is necessary)
Mingling open space		60	
Classroom		18	
U-shape		18	
Boardroom		16	

We will also accept and discuss special requests. For the basic setups the first 6 employee hours are included in your rent contract. Any additional hour is charged according to the tariff on page 1.

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

Special rent offer for credited Clubs at the University of St. Gallen

The special offer “99” is reserved for credited University Clubs. The special offer is subject to the below listed conditions. This offer does not contain any set-up or any additional services which are included in the Rent prices on page 1.

	HSG Clubs
Event Space	
Half day (< 5 hours)	CHF 99.00

To make use of the special offer the following conditions have to be fulfilled.

1. Only credited HSG-Clubs can rent the Event space at theSTAGE under the special offer.
2. The set-up and rearrangement of furniture is not included in the price and must be done by the Club representatives.
3. The Club must rearrange the furniture after the event. This must be done within the rented time. If any furniture is taken from the storage, it must be put back clean and in a tidy manner. Further directives may be given by the Location Manager of theSTAGE.
4. The Club is responsible for leaving the location in a “ready to use” state.
5. If the location is not left clean and in an orderly state, additional cleaning employee hours may be billed to the Club according to the tariffs on page 1.
6. Before renting the location, the organisers must have absolved theCO/theSTAGE introduction course. This allows to have the access to the location.
7. Only the “Event space” can be used for holding the event and no other areas of theSTAGE can be occupied.
8. The organisers must allow all other users of theSTAGE to make use of the remaining areas.
9. The lessees must follow and comply to all the general House Rules and conditions of theSTAGE as well as the ones mentioned in the contract.
10. This offer is not binding, and the Infrastructure Initiative or the Location Manager can refuse it.
11. The lessee must be a credited HSG-Club and the invoice must be addressed to the Club itself. The invoice must be paid by the Club with its own funds.
12. The renting of the location is confirmed only when the signed contract is returned to the Location Manager of theSTAGE. The contract must be signed by a Club’s representative.

Catering

At theSTAGE you are free to work with any catering partner of your choice. Catering services and catering contracts are external to theSTAGE. The lessee can choose its own catering firm. It’s responsibility of the lessee to guarantee access to the catering firm to the location. The lessee is also responsible for any material left behind by the catering firm.

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				✓
Price per day (CHF)*	(included)	70.00	110.00	500.00

*The same price applies also for rent of less than 1 day.

Cancellation Policy

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

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

You can submit a rental request by using [this form](#). The digital form can also be found on our website www.infrastructureinitiative.ch.

Cubes

Cubes can be rented by filing out the request form on our website. The request must be submitted at least one week before the beginning of the renting period. After submitting the form for the desired weeks, we will check the availability.

Cubes	
	HSG Students only
Price per week	CHF 35.00
Security deposit (in cash)	CHF 100.00
Rental period	
Minimum	2 weeks
Maximum	6 weeks

Contact

Location Manager:
Vanessa Annen

Deputy Location Manager:
Mira Faltermeier

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

Phone: (+41) 071 224 24 37 (theCO, Mo-Fr: 08:00-17:00)
Mobile: (+41) 78 640 11 06 (V.A.)
Email: thestage@shsg.ch
Website: www.infrastructureinitiative.ch