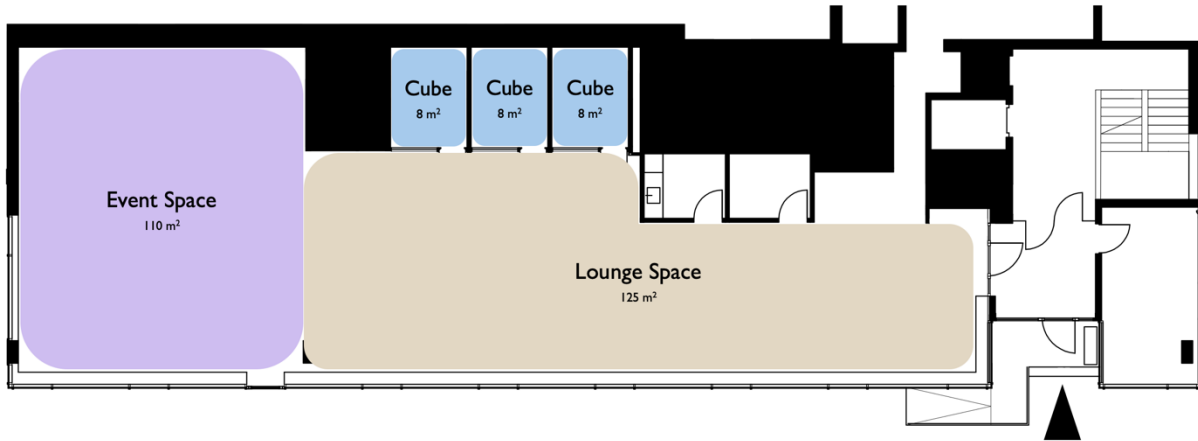


## PRICES & CONDITIONS theSTAGE

St.Jakob-Strasse 21, 9000 St.Gallen



		Students & Clubs <sup>1</sup>	Internal & Teaching	External / For Profit
<b>Half day</b> (up to 5h)	Full Space*	CHF 450.-	CHF 500.-	CHF 1'000.-
	Event Space	CHF 270.-	CHF 300.-	CHF 600.-
<b>Full day</b> (over 5h)	Full Space*	CHF 750.-	CHF 830.-	CHF 1'660.-
	Event Space	CHF 450.-	CHF 500.-	CHF 1'000.-

<sup>1</sup> Student clubs officially accredited at the University of St.Gallen

\* Event Space & Lounge Space

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

### Event Space

By renting the events space, the lessee can solely make use of the events space area. The remaining areas must be kept accessible. The event space can be separated by a curtain to isolate it from the remaining areas.

### Full Space

By renting theSTAGE in its entirety, the location will be exclusively available to the lessee. Exempted are the cubes, which are separately rented out as individual office space. Access to the cubes must be guaranteed to the tenants at all times.

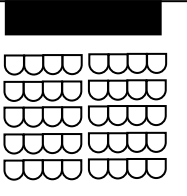
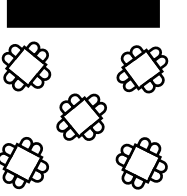
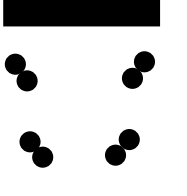
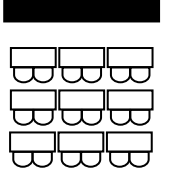
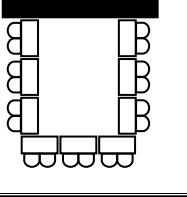
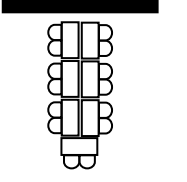
### Additional Services

- Additional employee hours: **CHF 35.- per hour**
- Multi-Day-Discount (minimum of 3 consecutive days): **15% discount from rent price**

Valid: Autumn Semester 2024

## Event setups & Capacities

We will also accept and discuss special requests.

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

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

Valid: Autumn Semester 2024

## Catering

At theSTAGE, lessees are free to work with any catering partner of their choice. All catering services and catering contracts are external to theSTAGE and need to be organized by the lessee.

It is the responsibility of the lessee to guarantee access to the catering firm to the location. Furthermore, the lessee is responsible for any material left behind by the catering firm.

## Technical Equipment

The technical infrastructure at theSTAGE allows for on-site and hybrid events. Our technical equipment is rented 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>	<b>(included)</b>	<b>70.00</b>	<b>110.00</b>	<b>300.00</b>

\*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:

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

## Special-Offer-99 for accredited Clubs at the University of St.Gallen

Student clubs officially accredited at the University of St.Gallen can profit of the “Special-Offer-99”. The offer does not include any setup or additional services and is subject to additional conditions.

		<b>HSG Clubs<sup>1</sup></b>
<b>Half Day</b> (up to 5h)	Event Space	CHF 99.-

<sup>1</sup> Student clubs officially accredited at the University of St.Gallen

### 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 itself.
3. The Club must rearrange the furniture after the event. This must be done within the rented time. Any furniture taken from the storage, must be put back in a clean and 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. The set-up should be returned to the way it was found.
  - a. Failure to comply resulting in the necessity of additional cleaning services is billed according to the rate on page 1 (CHF 35.- per hour).
5. Before renting the location, the lessee must have successfully completed the theCO/theSTAGE introduction course.
6. The event is limited to the Event Space at theSTAGE, no other areas may be occupied.
7. The remaining areas must be accessible to other use.
8. 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.
9. This special offer is not binding, and the Location Manager can refuse it.
10. The invoice must be addressed to the club and must be paid by the club’s own fund
11. The renting of the location is only binding when the signed contract is returned to the Location Manager of theSTAGE. The contract must be signed by an official Club representative.

Valid: Autumn Semester 2024

## Cubes

Cubes can be rented by filling out the request form on the website of theSTAGE. Requests must be at least one week prior to the beginning of the rental period. After submitting the request form, the availability will be checked.

	HSG Students
<b>Cubes</b>	
Price per Week	CHF 35.-
Security Deposit	CHF 100.-
<b>Rental Period</b>	
Minimum	2 Weeks
Maximum	6 Weeks

## Contact

Vanessa Annen – Location Manager theSTAGE

theSTAGE

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