

ANNEX B

Set-Up Costs

	£
Hall	
20 x Tables and 80 x Chairs Fold-down)	£3,500.00
Table Trolley	£250.00
Meeting Room	
Board Room Table (s) Fold down	£800.00
Meeting Room Chairs (stackable)	£500.00
Display Equipment	£1,000.00
Office	
2 x desks	£350.00
1 x Ergonomic Chair	£200.00
2 x Pedestals	£250.00
Office safe	£500.00
Filing Cabinet - Storage	£200.00
2 x Desktop computers	£1,400.00
Stationary	£200.00
Kitchen	
Cutlery	£200.00
Crockery	£450.00
Linen	£200.00
Cleaning Equipment	
Vacuum	£250.00
Floor Polisher	£650.00
Health & Safety / Compliance	
Fire Extinguishers	£1,000.00
Safety Signage	£250.00
Ad Hoc	
Cleaning materials	£100.00
Extra Keys cut	£200.00
Décor	£500.00
Training Costs	
Fire Warden	£50.00
Legionella	£150.00
Health & Safety (public buildings)	£150.00
Working from Heights	£50.00
Manual Handling	£50.00
Slips, Trips and Falls	£50.00
First Aid	£200.00
Estimated Costs	£13,650.00

Additional Costs (optional):

Staging

£4,500.00

Note: Stage can inste

CCTV

£1,100.00

2 x External and 1 x I

Estimated Costs

£19,250.00

Should be hired for our events - approx £500 per hire/install
Internal with cabling. Around £900 without Cabling