



Queen Margaret University

EDINBURGH

Additional Services & Equipment:

Presentation Equipment:	Full day Hire	Half day Hire
Lectern	Complimentary	Complimentary
Flip chart & pens	£10	£10
A0 Display boards (per panel)	£10	£5
A2 Display boards (per 4 panels)	£15	£8
Use of microphones in 3148	Complimentary	Complimentary
PA & microphones in 1875 (without technician)	£100	£50
AV technician out of hours	Quote given after discussion of needs	Quote given after discussion of needs
TV & Video/DVD	£20	£10
Audio/Video recording	Quote given after discussion of needs	-
Video conferencing	£50 an hour + call charges	-
Staging	Quote given after discussion of needs	-

Business Services:	
A4 Printing & Photocopying (black & white)	£0.12 double sided
A4 Printing & Photocopying (colour)	£0.35 double sided
A3 Printing & Photocopying (black & white)	£0.24 double sided
A3 Printing & Photocopying (colour)	£0.45 double sided
Delegate pad & pen	£2.00 per person
Lanyard & Name badge	£1.80 per badge
Pin/clip Name badge (9cm x 6cm)	£0.70 per badge

Additional Services:	
Photographer	On request
Flowers	On request
Coat rails & hangers	Free

* Please note that all prices quoted exclude VAT

* Prices valid up until 31st July 2020