

2015 Event Support Staff Fees

Our event support team are experienced in hostess and event work, and individual CV's with photos are available upon request. We can provide conference and event support staff throughout the Southampton and Solent region.

We are pleased to offer support of your clients forthcoming events with the provision of hosts/hostesses and we are pleased to offer rates as per below:

Staff

First 4 hours per host/hostess for meet/greet & registration (local to Southampton)	£115.00
Per hour thereafter per host/hostess	£ 22.00
Event Manager full day support (8 hours)	£250.00

Travel

Suitable transport fees or train travel is to be provided for each host/hostess, alternatively for events out of Southampton the travel fees applicable per mile are below. This is payable in advance based on mileage using AA Route Finder. Free parking is to be provided or re-imbursed as charged.

Per mile per hostess	£ 0.60
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Refreshments

All staff working over 4 hours will need the provision of drinks and lunch whilst on site, if this is not possible for you to provide an additional subsidy fee per staff member will apply as below

Lunch/drinks subsidy*	£ 15.00
Dinner subsidy*	£ 25.00

Uniforms

Our staff will be provided with a simple black shift dress and jacket uniform for all events (females), black shirt and trousers (males) they will wear suitable footwear. If you prefer our staff to be branded in your own uniform and sizes will be provided to you in advance. We can also arrange branded shirts and t-shirts where there is 30 days' notice and these will be added to your invoice, £POA.

Accommodation

Where an event requires in excess of a 2 hours of travel or is a multiple day event, overnight accommodation the night prior will be required based on single occupancy, we will arrange accommodation and recharge this. If you prefer to arrange the accommodation arrangements can be accommodated.

Full Event Management

We also offer full event management support services to assist you to make your event happen, our fees for this are very much bespoke, we would need to know more about your event and support required. £POA.

Registration Services

If you are hiring our event support staff we can also offer to print and produce the badges for your event, we would need your data 7 days in advance on excel. £POA.

Payment

Payment is required 14 days prior to the hire of staff and services upon receipt of a VAT invoice from us. Cancellation or reduction in staff or hours within 30 days of the event is charged in full and within 60 days is charged at 50%.

** not applicable if provided by client on site at event*

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