

# Hire Space Live Event Delivery

Elevate your in-house event resource and ensure your events run seamlessly.



# When it comes to planning events, **we know that an extra pair of skilled hands goes a long way.**

Hire Space offers a range of event management resource options and packages, from light-touch support to full-service event solutions, all delivered by our highly experienced team.

Designed to fit around your needs, we can help take the strain off your team at a fraction of the cost of a new hire.

## **Why choose Hire Space to support your event?**

### **Industry expertise**

Our team are experts in event producing and delivery, with years of experience of successful events.

### **Supplier sourcing and management**

Our long-standing relationships with suppliers means we'll get you the best deals in the shortest time.

### **Full support on event tech**

Our expertise in event tech enables support across hybrid events and live AV solutions.



# How it works

Just get in touch to request a consultation with our Client Event Delivery Team.

Tell us more about your brief and we can put together a bespoke quote from scratch for any type of event, or you can choose from one of our popular event management packages below as a starting point, prices from **£2,700 ex VAT**.

**We will then tailor your proposal to the lead time and specific requirements of your event.**

Drinks Receptions	Awards or Graduation Ceremonies
Seated Dinners	Festivals
Meetings & Conferences	Exhibitions

**Support is available for all event formats.**





# How we can help

For all packages, we can either fit into your in-house team or allocate a lead producer to look after your event end to end. A wide range of services and support are available in these packages as required, including but not limited to:

- ✓ Venue and supplier sourcing, negotiation & management
- ✓ Budget management
- ✓ Floorplans
- ✓ Onsite pre-production meetings
- ✓ Site specific facility co-ordination including traffic control, local authority, police, estate management
- ✓ Licensing, planning, permits
- ✓ Health & Safety Sponsor liaison
- ✓ VIP liaison & security planning
- ✓ Onsite management support for build and live day
- ✓ Post-event wrap-up evaluation input
- ✓ Delegate registration & communication
- ✓ Specialist event marketing support



# Example Event Support Package

If you have the bulk of your event planning under control but could do with an extra pair of hands, our General Event Support Package can help strengthen your team.

**This a great event solution for organisers looking for an expert to slot in with delivering the event you have meticulously produced.**

From: **£3,600** ex VAT

## What's included:

- Venue, supplier and contractor management support
- Onsite management support for build and live day
- Post-event wrap-up evaluation input
- Staff travel & sustenance
- Onsite pre-production meetings
- Regular catch-up calls

**Bespoke quotes available on request and tailored to the lead time and specific requirements of your event. Additional support with specialist event marketing or delegate communication is also available here at Hire Space.**



## Other packages available

### DRINKS RECEPTION MANAGEMENT SUPPORT

From: **£2,700** ex VAT

---

### RECEPTION & SEATED DINNER MANAGEMENT SUPPORT

From: **£4,000** ex VAT

---

### CONFERENCE MANAGEMENT SUPPORT

From: **£4,800** ex VAT

---

### AWARDS & GRADUATION CEREMONIES MANAGEMENT SUPPORT

From: **£12,000** ex VAT

# Ad hoc support and consultancy

Our Client Event Delivery Team are available on an hourly or daily rate if what you're looking for is consultancy or ad-hoc support. Our range of in-house skills and experience makes us the ideal go-to solution for support across all levels to fit with your existing team structure.



# Meet the team you'll be working with

Our team is full of friendly and experienced event professionals, to help you shine in your role.



**Fiona Price**

HEAD OF CLIENT EVENT  
DELIVERY



**Lily Mohsen**

EVENT SOURCING  
ACCOUNT EXECUTIVE



**Sai Ananthakrishnan**

HEAD OF CLIENT  
SUCCESS



**Tim Austin**

TECHNICAL PRODUCER



**Leanne Carr**

EVENT SOURCING  
ACCOUNT EXECUTIVE

## Contact

**Client Event Delivery Team**

**t. 0204 571 4336**

e: [EventDelivery@hirespace.com](mailto:EventDelivery@hirespace.com)



# What our clients have said about us...

The end to end events management and delivery of the event by the Hire Space team was brilliant. We could not have done it without the attention to detail and understanding.

**Tourism Australia**

The planning team was great to work with, very responsive and in tune with what we needed. The onsite team was invaluable on the ground. Look forward to partnering again soon!

**Moody's NYC**

An awesome launch! Thanks again for all your help and support to make this a success! The best shop opening launch the brand has seen.

**Krispy Kreme**

Everything ran like clockwork! We didn't have to worry about anything at all on the run up or on the day of the event. Every little detail was thought of ensuring a successful event. You were amazing! So happy to have had your support. I will very highly recommend Fiona and Hire Space to anyone who will listen.

**BluewaveSELECT**

It was lovely working with you. Thank you for all the support and dedication. Consistent effectiveness and exceeded expectation.

**EFG Hermes**

Flawless delivery. Good to see flexibility and quick thinking to resolve issues.

**TFT Consulting**

Communication was great throughout. Really great, well organised team too. Understood the brief and security elements. Everyone loved the day and said it was the first event where all staff, friends and family got to relax.

**Pokémon**

Having worked with Hire Space before, we've always liked the way they look after us. Tremendous event managing, literally on any issues as and when they cropped up. It just made the whole event come together.

**InfraRed Capital Partners**

Full credit must go to you and the team for bringing our vision to life and making what felt impossible happen. It totally delivered the brand event I wanted.

**Compleo**

# Past work: Compleo



# Past work: Pokémon



# Past work: Krispy Kreme



# Past work: TFT Consulting



# Past work: Bluewave Select



# Past work: EFG Hermes



# Our past clients



MOODY'S



VERVAUNT



EFG HERMES



JUNIPER NETWORKS







HIRE SPACE

**GET IN TOUCH**