

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 can be included 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
- ✓ Staff travel & sustenance
- ✓ Onsite management support for build and live day
- ✓ Post-event wrap-up evaluation input
- ✓ Delegate registration and 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



Whitney Williams

EVENT PRODUCER



Harriet Glover

EVENT PRODUCER



Shekira Francis

EVENT PRODUCER



Jake Lewis

HEAD OF CLIENT
SERVICES



Tim Austin

TECHNICAL PRODUCER



Phil Rose

EVENT SOURCING
ACCOUNT EXECUTIVE



Leanne Carr

EVENT SOURCING
ACCOUNT EXECUTIVE

Contact

Client Event Delivery Team

t. +44 20 3808 9905

e: EventDelivery@hirespace.com

What our clients have said about us...



Hire Space's energy and proactivity in the events space is an inspiration and has set a new bar for all our standards.

EDITORIAL DIRECTOR

MASH MEDIA



The feedback from colleagues was amazing, I would recommend over and over again.

EVENT MANAGER

FUTUREGOV



Each recommended venue is thought through thoroughly, with great care and always has a personal touch.

UK EVENTS MANAGER

KORN FERRY



Hire Space's service has been invaluable. They guided us in selecting the right platform for our events, and have introduced us to some top-notch suppliers, as well as working with us to ensure smooth delivery of our events at every step.

SENIOR EVENTS MANAGER

CENTAUR MEDIA

 HIRE SPACE

GET IN TOUCH