

1. Rental of the premises and technical equipment of the School of Economics and Business

Lecture rooms	No. of seats	Price for 1 hour	Price for up to 4 hours	Price for more than 4 hours	Price for more than 8 hours
Halls with fixed seats					
Large Hall (LH)	407	€195.36	€683.76	€1,367.52	€1,953.60
Small Hall (SH)	252	€95.76	€335.16	€670.32	€957.60
Blue Hall (BH)	260	€119.60	€418.60	€837.20	€1,196.00
Lilac Hall (LiH)	143	€68.64	€240.24	€480.48	€686.40
Medium-sized lecture rooms with fixed seating					
P-019	122	€48.80	€170.80	€341.60	€488.00
P-021	122	€48.80	€170.80	€341.60	€488.00
P-217	106	€44.52	€155.82	€311.64	€445.20
P-216	80	€35.20	€123.20	€246.40	€352.00
P-211	79	€34.76	€121.66	€243.32	€347.60
P-212	61	€28.06	€98.21	€196.42	€280.60
P-215	54	€25.92	€90.72	€181.44	€259.20
P-125	54	€25.92	€90.72	€181.44	€259.20
P-126	54	€25.92	€90.72	€181.44	€259.20
P-127	54	€25.92	€90.72	€181.44	€259.20
P-128	54	€25.92	€90.72	€181.44	€259.20
Lecture rooms					
Small lecture rooms with fixed seating					
P-210	50	€24.00	€84.00	€168.00	€240.00
P-005	42	€20.16	€70.56	€141.12	€201.60
P-006	42	€20.16	€70.56	€141.12	€201.60
P-007	42	€20.16	€70.56	€141.12	€201.60
P-213	42	€20.16	€70.56	€141.12	€201.60
P-119/1	20	€9.60	€33.60	€67.20	€96.00
Small lecture rooms with movable seating					
P-008*	42	€22.68	€79.38	€158.76	€226.80
P-009*	40	€21.60	€75.60	€151.20	€216.00
P-108*	40	€21.60	€75.60	€151.20	€216.00
P-109*	40	€21.60	€75.60	€151.20	€216.00
P-110	36	€19.44	€68.04	€136.08	€194.40
P-111	36	€19.44	€68.04	€136.08	€194.40
P-118	36	€19.44	€68.04	€136.08	€194.40
P-120	36	€19.44	€68.04	€136.08	€194.40
P-121	36	€19.44	€68.04	€136.08	€194.40
Hallways					
between the Large Hall (LH) and Small Hall (SH), between the Blue Hall (BH) and Lilac Hall (LiH), in front of the lecture rooms	By agreement	By agreement	By agreement	By agreement	By agreement
Conference rooms					
Dean's Conference Room	18	€12.60	€44.10	€88.20	€126.00
Senate Conference Room	36	€25.20	€88.20	€176.40	€252.00
Executive Conference Room	30	€21.00	€73.50	€147.00	€210.00
Multimedia lecture room					
Lecture room P-119 (MBA)	40	€28.00	€98.00	€196.00	€280.00

* The lecture room has chairs with small folding tables.

2. Additional services

These prices do not include VAT.

Additional services	Price
Organisational support by staff*	€30-50/hour
Technical support by staff**	€40/hour
Longer than usual security services	€10/hour

Additional technical support in the Large Hall (LH)	Price
Two side LCD-projectors and projection canvases	€60
Additional adjustable lighting	€50
Additional manual microphones	€ 10/piece
Audio-video live transmission to other halls with more than 120 seats	By agreement/outsourced provider
Equipment for simultaneous interpreting, including interpreter booths	By agreement/outsourced provider

Additional technical equipment in the hallway between LH and SH	Price
Portable sound system with microphones	€100
Two LCD screens with the option of playing multimedia content	€80
LCD projector, large projection canvas	€50

Additional technical equipment in all premises	Price
Printer	€80
Projector - portable	€60
Laptop	€40
Rostrum	€30
Distribution of material on seats	€20
Table	€15
Additional microphone (wireless, headset or tie-clip)	€10

- * Explanation - Organisational support by staff
Organisational support by staff includes:
- coordination & organisation roles: €30-50/person/hour;
 - advising on event management and other consulting: €50/person/hour.

- ** Explanation - Technical support by staff
Technical support by staff: €40/person/hour. Support provided by technical staff includes the preparation and setting up of non-standard infrastructure before an event, support and technical assistance during an event and the return to the original configuration after an event. The rental price for standard technical equipment includes up to 15 minutes' basic advice and technical support from a technician in attendance to check that the equipment correctly functions as part of handing over technical equipment before an event during the SEB LU's working hours. In the case of rental of additional technical equipment that entails the connecting of multiple microphones or side LCD screens, the charge for system preparation and setting up equals the price of one hour of technical staff support. In the case of rental of the hallway between the Large Hall and Small Hall, the charge for basic preparation and rendering of material on a large projection canvas or LCD screen equals the price of one hour of technical staff support. When preparing materials for publication is more complex, the actual cost of the technical staff support needed to prepare the material is charged. All other technical equipment options are only available when technical support is engaged for the entire event (per the fees for technical staff support). The rental of computer rooms at the SEB LU is only possible in extraordinary cases, following agreement with the IT Office.

Standard equipment in lecture rooms/spaces	LCD projector & large projection canvas	Computer for presentations	Option to connect a laptop to a LCD projector	Wi-Fi access	Basic sound system (transmitted from a computer)	Sound system for speakers	Laser pointer	LCD screen
Lecture rooms								
Large Hall (LH)	•	•	•	•	•	• 1 tie-clip & 1 handheld microphone	•	
Small Hall (SH)	•	•	•	•	•	• 1 tie-clip & 1 handheld microphone	•	
Hallway between LH and SH	•							• 2x
Blue Hall (BH)	•	•	•	•	•	• 1 tie-clip & 1 handheld microphone	•	
Lilac Hall (LiH)	•	•	•	•	•	• 1 tie-clip & 1 handheld microphone	•	
Hallway between BH and LiH								•
Conference rooms								
Conference room of the Dean's Office, Conference room of the Senate, Club room	•	•	•	•	•		•	
Multimedia lecture room (equipped with Cisco video-conference equipment, including two video-cameras)								
P-119 (MBA)	• 2x LCD 2x canvas	•	•	•	•	• 2 wireless microphones	•	•
Medium-sized lecture rooms with fixed seating								
P-019, 021, 125, 126, 127, 128, 211, 212, 215, 216, 217	•	•	•	•	•	• 1 tie-clip microphone: only in P-019, P-021, P-217	•	
Small lecture rooms								
P-005, 006, 007, 008, 009, 108, 109, 110, 111, 118, 119/1, 120, 121, 210, 213	•	•	•	•	•		•	