**Canada Water Culture Space ITT Pricing Schedule Template Appendix 1**

**Annual Revenue Budget Template**

**Expenditure – Breakdown of £160,000 per annum fee**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **1.Staffing:** Canada Water Culture Space contract workforce | **Description** Full time, Part time, Contract | **Qty** | **Unit cost** | **Amount (£)** 5= (3\*4) |
| **1** | **2** | **3** | **4** | **5** |
| Operational management |  |  |  |  |
| Technical |  |  |  |  |
| Duty management |  |  |  |  |
| Front of house |  |  |  |  |
| Security\* |  |  |  |  |
| Marketing & press |  |  |  |  |
| Other (please specify): |  |  |  |  |
|  |  |  |  |  |
| **2.Programme costs**  Delivering Canada Water Culture Space programme and meeting rooms | **Description** | **Qty** | **Unit cost** | **Amount (£)**  5= (3\*4) |
| Artists fees/riders |  |  |  |  |
| Equipment/materials |  |  |  |  |
| Other (please specify): |  |  |  |  |
|  |  |  |  |  |
| **3.Running costs**  Associated with the running of the culture space and meeting rooms | **Description** | **Qty** | **Unit cost** | **Amount (£)**  5= (3\*4) |
| Insurance |  |  |  |  |
| PRS/Licences |  |  |  |  |
| Box office management |  |  |  |  |
| Admin/overheads\* |  |  |  |  |
| Other (please specify): |  |  |  |  |
|  |  |  |  |  |
| **4.Marketing & communications**  Associated with promoting the culture space and meeting rooms | **Description** Name collateral, designer, and/or companies | **Qty** | **Unit cost** | **Amount (£)**  5= (3\*4) |
| Design |  |  |  |  |
| Print |  |  |  |  |
| Press |  |  |  |  |
| Website maintenance |  |  |  |  |
| Other (please specify): |  |  |  |  |
|  |  |  |  |  |
| **5.Monitoring & evaluation** List outsourced companies, or/and in-house resources | **Description** Name type of monitoring/evaluation enlisted | **Qty** | **Unit cost** | **Amount (£)**  5= (3\*4) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total expenditure (£):** | | | |  |

**\*Above and beyond security and office costs covered through library service**

**Annual Revenue Budget Template**

**Income – Income target of £140,000 per annum**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revenue** |  |  |  |  |
| **1.Earned income:** Ticket Sales / Box office splits | **Description** | **Qty** | **Unit cost** | **Amount (£)** 5= (3\*4) |
| **1** | **2** | **3** | **4** | **5** |
| Ticket sales |  |  |  |  |
| Box office splits / arrangements |  |  |  |  |
| Merchandise |  |  |  |  |
| Other (please specify): |  |  |  |  |
|  |  |  |  |  |
| **2.Hire income**  Meeting rooms, culture space | **Description** | **Qty** | **Unit cost** | **Amount (£)**  5= (3\*4) |
| Commercial hire |  |  |  |  |
| Community hire |  |  |  |  |
| Internal / council hire |  |  |  |  |
| Other (please specify): |  |  |  |  |
|  |  |  |  |  |
| **3.Other income**  Fundraising activities, grants, partnership opportunities etc | **Description** | **Qty** | **Unit cost** | **Amount (£)**  5= (3\*4) |
| Fundraising activities |  |  |  |  |
| Grants |  |  |  |  |
| Partnerships |  |  |  |  |
| Other (please specify): |  |  |  |  |
|  |  |  |  |  |
| **Total income (£):** | | | |  |

**Canada Water Culture Space – Rate card**

**Please give indicative rates for room hire in the table below**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.Culture Space -**  **Performance rate** | **Capacity** | **£ Commercial rate** | **£ Community rate** |
| Half day | 150 |  |  |
| Full day |  |  |
| Week (5 days) |  |  |
|  |  |  |
| **2. Culture Space -**  **Conference/room only rate** | **Capacity** | **£ Commercial rate** | **£ Community rate** |
| Half day | 150 |  |  |
| Full day |  |  |
|  |  |  |
| **3. Meeting rooms** | **Capacity** | **£ Commercial rate** | **£ Community rate** |
| Room 1 | 15 |  |  |
| Room 2 | 15 |  |  |
| Room 1 & 2 combined | 30 |  |  |
| Room 3 | 15 |  |  |
| Room 4 | 4 |  |  |
| Room 5 | 15 |  |  |
| Room 6 | 15 |  |  |
| Room 5 & 6 combined | 30 |  |  |