**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 |  |  |