

Schedule 1 – Commercial Terms Schedule

If an event requires a member of the Eureka team to be on site at an event then please see indicative fees below.

London based event over £25K+VAT

| Service | Fee Structure |
|--|--|
| Venue Finding Fee | Zero |
| 1 x On Site Events Manager 1 Day up to 12 hours | Complimentary |
| Event Assistant (if required) Per day up to 12 hours | £250+VAT including travel |
| For events ending after 23.00hrs if usual transport method not available | £100+VAT per person travel home fee |
| Accommodation – multi day events/night before/night of subject to timings and requirements | Client to cover accommodation. Travelodge/event venue or similar. |

London based event under £25K+VAT

| Service | Fee Structure |
|--|--|
| Venue Finding Fee | Zero |
| 1 x On Site Events Manager 1 Day up to 12 hours | £300+VAT including travel |
| Event Assistant (if required) Per day up to 12 hours | £250+VAT including travel |
| For events ending after 23.00hrs if usual transport method not available | £100+VAT per person travel home fee |
| Accommodation – multi day events/night before/night of subject to timings and requirements | Client to cover accommodation. Travelodge/event venue or similar. |

Other areas based event over £35K+VAT

| Service | Fee Structure |
|---|---------------|
| Venue Finding Fee | Zero |
| 1 x On Site Events Manager 1 Day up to 12 hours | Complimentary |
| Event Assistant (if required) Per day up to 12 hours | £250+VAT |

| | |
|--|--|
| Travel | Client to cover travel costs to and from event. |
| Accommodation – multi day events/night before/night of subject to timings and requirements | Client to cover accommodation. Travelodge/event venue or similar. |

Other areas based event under £35K+VAT

| Service | Fee Structure |
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| Event Assistant (if required) Per day up to 12 hours | £250+VAT |
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