

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
Venue Finding Fee	Zero
1 x On Site Events Manager 1 Day up to 12 hours	£300+VAT
Event Assistant (if required) Per day up to 12 hours	£250+VAT
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