

MLT Hire Charges

Hire of equipment and technical support for non-undergraduate teaching purposes will, in most cases, incur a charge. The rates for the most popular equipment are detailed below but requests for more specialised equipment and/or services should be submitted to av-support@aston.ac.uk

Rates are divided into undergraduate teaching (normally free), postgraduate teaching, internal non-teaching activities (e.g. meetings, interviews, non-fee paying events) and external events (non-university staff or fee-paying activities).

With a few exceptions (marked *) equipment is available for either a session (morning or afternoon - max four hours) or a full day. If the hire period cuts across sessions the full day rate will apply.

Requests for equipment must be made by email to av-support@aston.ac.uk at least three days prior to the booking. Due to high demand for equipment, cancellations within 36 hours will be subject to a 50% charge and those within 8 hours will be charged at the full rate.

The person named on the booking request is responsible for the equipment during the period of hire and will be charged the full cost or repair or replacement for any equipment damaged or lost (replacement charges are available on request at the time of booking).

Equipment is supplied for on-campus use only and is subject to a £25 delivery and/or setup charge. In order to avoid this charge clients are therefore encouraged to collect equipment directly from the LT Support Office in MB509.

The following rates apply to normal working hours (8.30am-6.00pm Mon-Fri). Requests for evening and weekend events must be made at least four weeks in advance and cannot be guaranteed. Technical support during these periods is available for a minimum of four hours and subject to a 50% surcharge.

FULL RATE CARD on next page.

HIRE RATES 2010/11	Booking period	UG Teaching	PG Teaching	Internal non-teaching *	External Events (rates subject to VAT)
Optivote LR system (plus £25ph setup)	Session **	No Charge	Free in pool rooms £20 per 30 handsets other	£35 per 30 handsets	£50 per 30 handsets
Mediasite (incl Operator)	Session **	N/A	N/A	£100	£150
Aston Replay (Panopto)	Session **	No Charge	Free in Pool rooms	N/A	N/A
Anycast Video Processor (incl Operator)	Session **	Negotiable	£300	£300	£350
Portable data projector	Session **	No Charge	£40 / £70 pd	£40 / £70 pd	£50 / £95 pd
Portable projection screen	Session **	No Charge	£10 /£15 pd	£10 /£15 pd	£20 / £30 pd
Laptop	Session **	No Charge	£40 / £70 pd	£40 / £70 pd	£50 / £95 pd
Visualiser	Hourly	No Charge	Free in pool rooms £25 ph / £125 pd	£25 ph / £125 pd	£35 ph / £175 pd
Portable Video Camcorder	Hourly	No Charge	£20 ph / £100 pd	£20 ph / £100 pd	£35 ph / £150 pd
Tripod	Hourly	No Charge	£5ph / £25 pd	£5ph / £25 pd	£5ph / £25 pd
Flip Video Camera	Session **	No Charge	£5	£5	£10
USB MP3 audio recorder	Session **	No Charge	£5	£5	£10
Portable digital audio recorder with single fixed microphone	Session **	No Charge	£15	£15	£25
Portable PA system with single microphone	Hourly	No Charge	No Charge pool rooms £15ph / £70 pd other	£20 ph / £100 pd	£35 ph / £150 pd
Radio microphone (subject to location)	Hourly	No Charge	No Charge pool rooms £10ph / £50 pd other	£10ph /£50 pd	£15ph / £75 pd
Professional Video Camera with Camerman	Session **	Negotiable	Negotiable	£175 / £300 pd	£200 / £375 pd
Media (tapes, discs etc)		Charge at cost	Charge at cost	Charge at cost	Charge at cost + 10%
Technical support ***	Hourly	No Charge	Free in pool rooms £25ph other	£25ph	£35ph
* includes meetings and non-fee charging events					
** Session max 3 hours					
*** Delivery and set up of any equipment in a non-pool room will incur the minimum support charge of £25					