

Fees & Charges

Appendix 2

Service	Description of charge	Notes	2017-2018 Charge £	2018-2019 Charge £	Var. inc/dec	
Town Hall	All prices include VAT					
		*Subject to 25% discount for charity/community events				
Main Hall bookings	Wedding Ceremony & Receptions	Hours changing from 11am-midnight to 10am - midnight	£470.00	£495.00	5%	
	*Dinner Dances/Galas	Hours changing from 11am-midnight to 1pm-midnight	£330.00	£330.00	0%	
	Civil Ceremonies and Civil Partnerships	Up to 3 hours	£250.00	£250.00	0%	
	*Exhibitions/Sales/Conferences	Mon-Sat Half day (max 5 hours)	£125.00	£125.00	0%	
		Mon-Sat Full day (max 8 hours)	£225.00	£225.00	0%	
		Sunday/BH Half day (max 5 hours)	£150.00	£150.00	0%	
		Sunday/BH Full day (max 8 hours)	£250.00	£250.00	0%	
		Evening parties	£125.00	£225.00	80%	
		Kitchen hire and all facilities (per head charge)		£3.50	£3.50	0%
		Basic kitchen hire	Cafes at fayres etc - flat charge	£45.00	£45.00	0%
Rundle Room	*Meetings/Presentations					
		Mon-Sat Half day rate (max 5 hours)	£45.00	£45.00	0%	
		Mon-Sat Full day (max 8 hours)	£85.00	£85.00	0%	
		Sun&B/Hol Half day rate (max 5 hours)	£55.00	£55.00	0%	
		Sun&B/Hol Full day (now max 8 hours)	£95.00	£95.00	0%	
		Wedding/Civil Ceremonies & Civil Partnerships		£95.00	£95.00	0%
	Evening parties		£95.00	£125.00	30%	
Optional extras	Event/bar extension	From midnight to 1am	£120.00	£120.00	0%	
	Stage extension blocks		£50.00	£50.00	0%	
	Advertising banner	(per week rate)	£30.00	£30.00	0%	
	Advertising poster	(per week rate)	£20.00	£20.00	0%	
	Stage lighting		£25.00	£25.00	0%	
	PA System (inc mics, Amp, Loop etc)		£10.00	£10.00	0%	
	Basic lighting rig and spots		£15.00	£15.00	0%	

	DMX, Moving Heads, Light System x 4		£25.00	£25.00	0%
	Technical Support, Lighting Operator	(per hour rate)	£15.00	£15.00	0%
	Portable Bar		£70.00	£70.00	0%
Catering	Tea/coffee/biscuits at events	(per head rate)	£1.20	£1.20	0%
	Tea & Coffee only	(per head rate)	£1.00	£1.00	0%
	Access to tea & coffee facilities		£10.00	£10.00	0%
	Banquet roll table covering	Round tables (per table)	£5.00	£5.00	0%
		Rectangular tables (per table)	£2.50	£2.50	0%
Discounts	Block Bookings (10+ bookings in any 12 month period)		5.00%	5.00%	0%
Cleaning	Cleaning charge penalty	(per hour rate)	£25.00	£25.00	0%
*N.B. For any hour or part hour after the sessions, an additional charge of £20.00 (inc VAT) per hour will be charged					

Pannier Market

**Market tables	(per table rate)		£9.00	£9.00	0%
**Market Hall hire	*Rate plus staffing costs		£250.00	£250.00	0%
**Market Lock Up Units	Per month rate plus electricity/water charges		£360.00	£360.00	0%
Market Perimeter Marquees	(per day rate)		£18.00	£18.00	0%
	(per calendar month rate) - not previously offered		£200.00	£200.00	0%
Market Perimeter Parking	(per day rate per parking bay) - parking will cease when perimeter repaved		£3.50	£3.50	0%
Market Storage	Varies between £5 - £30 (no change planned)		var	var	0%
Bedford Square hire	*Entire Square per day		£400.00	£400.00	0%
	*Half Square per day		£200.00	£200.00	0%
	*Trading space per day (3m x 3m)		£20.00	£20.00	0%
***Bedford Square Marquees	(per day per marquee rate)		£20.00	£20.00	0%
Marquee Rental (for other than TTC events)	Rate plus VAT		£20.00	£20.00	0%
Market Carrier Bags	(per 100 bag pack)		£3.00	£3.00	0%

* Concessions for charity and community events available. 50% reduction for Marquee hire (£18) for registered charities. 20% discount for hire of entire Bedford Square for registered charities.

** With the imminent works to the roof of the Pannier Market it was suggested that above rates remain the same, with a review of charges to take place halfway through 2017-2018.

*** 2 x tables supplied with marquee rental, any additional tables to be charged at £1 each

Admin Office					
* Charges not levied for community meetings where a Councillor is organising it	Chamber bookings	Per hour rate (plus VAT)	£15.00	£15.00	0%
		Per day rate max 8 hours (plus VAT) - Community events	£80.00	£80.00	0%
		Per day rate max 8 hours (plus VAT) - Other events (no previous differential)	£120.00	£120.00	0%
	Photocopying	A4 Colour single-sided (per sheet)	£0.15	£0.15	0%
		A4 Colour double-sided (per sheet)	£0.20	£0.20	0%
		A4 B&W single-sided (per sheet)	£0.10	£0.10	0%
		A4 B&W double-sided (per sheet)	£0.15	£0.15	0%
		A3 Colour single-sided (per sheet)	£0.25	£0.25	0%
		A3 Colour double-sided (per sheet)	£0.35	£0.35	0%
		A3 B&W single-sided (per sheet)	£0.15	£0.15	0%
A3 B&W double-sided (per sheet)	£0.20	£0.20	0%		
Posters (Town Hall frame size)	Printing only (artwork provided)	£20.00	£20.00	0%	
Works Department					
Note - parishioner rates are set at 40% non parishioner rates (with the exception of commemorative benches)					
Cemetery	Internments	Coffin - parishioner	£161.00	£169.00	5%
		Coffin - non parishioner	£402.00	£422.00	5%
		Cremated remains in burial plot - parishioner	£141.00	£148.00	5%
		Cremated remains in burial plot - non parishioner	£352.00	£370.00	5%
		Cremated remains in Garden of Rest - parishioner	£141.00	£148.00	5%
		Cremated remains in Garden of Rest - non parishioner	£352.00	£370.00	5%
	Burial plots	Standard plot (up to two burials) - parishioner	£435.00	£457.00	5%
		Standard plot (up to two burials) - non parishioner	£1,087.00	£1,141.00	5%
		Child's plot - parishioner	£167.00	£175.00	5%
		Child's plot - non parishioner	£418.00	£439.00	5%
	Garden of Rest plot - parishioner	£199.00	£209.00	5%	

	Garden of Rest plot - non parishioner	£497.00	£522.00	5%
	Grant of Right Commonwealth War Graves Commission or Ministry of Defence	£0.00	£0.00	0%
Walled Graves	Standard Plot - parishioner	£435.00	£457.00	5%
	Standard Plot -non parishioner	£1,087.00	£1,141.00	5%
	Child's plot - parishioner	£294.00	£309.00	5%
	Child's plot - non parishioner	£735.00	£772.00	5%
Monuments, Gravestones, Tablets and Monumental Inscriptions				
Ledger	Parishioner	£141.00	£148.00	5%
	Non parishioner	£352.00	£370.00	5%
Headstone or Scroll Book	Parishioner	£141.00	£148.00	5%
	Non parishioner	£352.00	£370.00	5%
Kerbstones or Border Stones	Parishioner	£141.00	£148.00	5%
	Non parishioner	£352.00	£370.00	5%
Monuments	Parishioner	£44.00	£46.00	5%
	Non parishioner	£110.00	£116.00	5%
Tablets	Parishioner	£87.00	£91.00	5%
	Non parishioner	£218.00	£229.00	5%
Boulders	Parishioner	£89.00	£93.00	5%
	Non parishioner	£224.00	£235.00	5%
	Inscription - parishioner	£50.00	£53.00	5%
	Inscription - non parishioner	£126.00	£132.00	5%

Miscellaneous	Use of Chapel - parishioner/non parishioner	£64.00	£67.00	5%		
	Search fees	POA	POA			
	Transfer of body after faculty obtained (par/non parish)	POA	POA			
	Entry of Tranfer Deed - parishioner	£22.00	£23.00	5%		
	Entry of Tranfer Deed - non parishioner	£56.00	£59.00	5%		
	Issue of grant of Exclusive Right of Burial - parishioner	£27.00	£28.00	5%		
	Issue of grant of Exclusive Right of Burial - non parish	£68.00	£71.00	5%		
	Commemorative Seats - paishioner/non parishioner	£550.00	£578.00	5%		
Book of Remembrance	2 line entry - parishioner	£36.00	£38.00	5%		
	2 line entry - non parishioner	£89.00	£93.00	5%		
	Additional lines - parishioner	£18.00	£19.00	5%		
	Additional lines - non parishioner	£45.00	£47.00	5%		
	Floral	5 line memorial entry - parishioner	£141.00	£148.00	5%	
	Emblems	5 line memorial entry - non parishioner	£352.00	£370.00	5%	
		8 line memorial entry - parishioner	£186.00	£195.00	5%	
		8 line memorial entry - non parishioner	£465.00	£488.00	5%	
	Badge/	5 line memorial entry - parishioner	£141.00	£148.00	5%	
	Crest or	5 line memorial entry - non parishioner	£352.00	£370.00	5%	
	Shield	8 line memorial entry - parishioner	£186.00	£195.00	5%	
		8 line memorial entry - non parishioner	£465.00	£488.00	5%	
	Illuminated	5 line memorial entry - parishioner	£153.00	£161.00	5%	
		Capital	5 line memorial entry - non parishioner	£383.00	£402.00	5%
			8 line memorial entry - parishioner	£202.00	£212.00	5%
		8 line memorial entry - non parishioner	£504.00	£529.00	5%	
Full Coat of Arms	8 line memorial entry - parishioner	£218.00	£229.00	5%		
	8 line memorial entry - non parishioner	£546.00	£573.00	5%		

	Hire charges	NEG = negotiable	The Meadows Staffing of events (i.e. Dickensian Evening) Play Park Inspections (for other Parish Councils) Cherry picker hire (inc manpower) - per day Large marquee hire	NEG NEG NEG £190.00 NEG	NEG NEG NEG £200.00 NEG		
	Car Park		1/2 hour's parking 1 hour's parking Disabled parking (pay for 1/2 hour, get one hour's parking)	£0.30 £0.60 £0.30	£0.30 £0.60 £0.30	0% 0% 0%	
	Benches		Placed in The Meadows etc	£500.00	£550.00	10%	
N.B. - Goose Fair Fees and Charges not included.							
Butchers' Hall	Hire		Full day (price + VAT) Stall rate	£0.00 £0.00	£250.00 tbc	n/a	

