AGENDA ITEM 4cii

Fees & Charges

Service	Description of charge	Notes	Var.	2023/24 (inc. VAT, where applicable)	2024/25 (inc. VAT, where applicable	Net charge 2025/26	VAT Rate	Gross charge 2025/26	2025/26	Notes
Town Hall		**All prices include VAT**								
		***Subject to 25% discount for charity/community events**								
Main Hall bookings	Receptions	Hours from 10am - midnight (bar closes at 11pm)	3%	£612	£637	£656.11	Exempt	£656.11	**£656**	
	*Dinner Dances/Galas	Hours from 10am - midnight (bar closes at 11pm)	3%	£408	£424	£436.72	Exempt	£436.72	**£437**	
	Civil Ceremonies and Civil Partnerships	Up to 3 hours	3%	£284	£295	£303.85	Exempt	£303.85	**£304**	
	*Exhibitions/Sales/Conferences	Half day (max 6 hours)	3%	£150	£156	£160.68	Exempt	£160.68	**£161**	
		Full day (max 9.5 hours)	3%	£272	£283	£291.49	Exempt	£291.49	**£291**	
	N.B. If any of the above events have TTC ticket sales	Half day (max 6 hours) B/Hols Additional staff costs may be charged		n/a	n/a					No difference in price for Sunday
	then VAT will be charged at 20%	Full day (max 9.5 hours) B/Hols Additional staff costs may be charged		n/a	n/a					No difference in price for Sunday
	Wedding Ceremony and Receptions		3%	£612	£637	£656.11	Exempt	£656.11	**£656**	
	Kitchen Hire (all facilities): Wedding Receptions, Dinner Dances, Gala Dinners (per head charge)			£4	£4	£3.33	20.00%	£4	£4	
	Basic kitchen hire (for light refreshments): Conferences, Sales Fayres, Performances etc.		4%	£54	£56	£48.53	20.00%	£58.24	**£58**	
	Kitchen Hire (all facilities excl banquet roll) for Day & Evening Functions buffet style catering (up to 100 guests)		3%	£102	£106	£90.83	20.00%	£109.18	**£109**	
Rundle Room	*Meetings/Presentations									
		Half day rate (max 6 hours)	3%	£68	£71	£73.13	Exempt	£73.13	**£73**	
	N.B. If any of the above events have TTC ticket sales	Full day (max 9.5 hours)	3%	£102	£106	£109.18	Exempt	£109.18	**£109**	
	then VAT will be charged at 20%	Half day rate (max 6 hours) B/Hols Additional staff costs may be charged		n/a	n/a				n/a	No difference in price for Sunday. Additional charges may apply for BH
		Full day (now max 9.5 hours) B/Hols Additional staff costs may be charged		n/a	n/a				n/a	No difference in price for Sunday. Additional charges may apply for BH
	Wedding/Civil Ceremonies & Civil Partnerships		3%	£102	£106	£109.18	Exempt	£109.18	**£109**	
	Evening Parties 6pm - midnight (bar closes at 11pm)		3%	£305	£317	£326.51	Exempt	£326.51	**£327**	
Optional extras	Event/bar extension	From midnight to 1am (bar closes at midnight as opposed to 11pm)	3%	£120	£125	£107.29	20.00%	£128.75	**£129**	
	Stage extension blocks (per set up and break down)		3%	£90	£94	£80.68	20.00%	£96.82	**£97**	
	Advertising banner	(per week rate)	4.0%	£44	£46	£39.87	20.00%	£47.84	**£48**	
	Advertising poster	(per week rate)	3%	£33	£34	£29.18	20.00%	£35.02	**£35**	
	N.B. No change to eligibility criteria for advertising banners/posters proposed									
	Stage lighting		3%	£33	£34	£29.18	20.00%	£35.02	**£35**	
	PA System (inc mics, Amp, Loop etc.)		5%	£18	£20	£17.50	20.00%	£21	**£21**	
	Basic lighting rig and spots		17%	£18	£18	£17.55	20.00%	£21.06	**£21**	Increase bringing cost inline with other technical extras
	DMX, Moving Heads, Light System x 4		3%	£30	£30	£25.75	20.00%	£30.90	**£31**	
	Technical Support, Lighting Operator	(per hour rate)	5%	£18	£20	£17.50	20.00%	£21	**£21**	
	Portable Bar		3%	£90	£94	£80.68	20.00%	£96.82	**£97**	
Catering	Tea/coffee/biscuits at events	(per head rate)	0%	£2	£2	£1.67	20.00%	£2	**£2**	
	Tea & Coffee only	(per head rate)	0%	£1.50	£1.50	£1.25	20.00%	£1.50	**£1.50**	
	Access to tea & coffee facilities		0%	£12	£12	£10	20.00%	£12	**£12**	
	Banquet roll table covering	Round tables (per table)	0%	£8	£8	£6.67	20.00%	£8	**£8**	
		Rectangular tables (per table)	0%	£5	£5	£4.17	20.00%	£5	**£5**	
Discounts	Multi day Bookings - Five Day Hire £291 rate (consecutive or non consecutive in a 12 month period)		3%	£1,087	£1,130	£1,163.90	Exempt	£1,163.90	**£1,164**	Based on 4 days at full rate with 5th Day free
	Multi day Bookings - Three Day Hire £291 rate (consecutive or non consecutive in a 12 month period)		21%	£543	£565	£683.65	Exempt	£683.65	**£684**	Increase to bring daily saving comparatively in-line with 5 day multi hire (total saving of £189 based on day rate of £291)
Cleaning	Cleaning charge penalty	(per hour rate)	0%	£100	£100	£83.33	20.00%	£100	**£100**	
Charity Discounts	25% discount for registered charity groups per space (subject to management approval)		0%	25%	25%	25%	Exempt	25%	**25%**	
Additional Charges	For any hour or part hour after a booking £36 per hour will be charged		3.0%	£36	£38	£39.14	Exempt	£39.14	**£39**	
Community Rate	community classes (as agreed by management) with no more than 35 attendees, £25 hourly rate will be applied (max of 3hr hire)		4%	£25	£25	£26	Exempt	£26	**£26**	increase of £1
Corkage	Wine Per Bottle		8%	£6.50	£6.50	£5.85	20.00%	£7.02	**£7.00**	increase of 50 pence
	Fizz (Champagne / Prosecco) Per bottle		6%	£8.50	£8.50	£7.51	20.00%	£9.01	**£9.00**	
Drinks packages	By arrangement									