Fees	& Ch	arges
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	Fees & Charges								
Service	Description of charge	Notes	Var.	where	2023/24 (inc. VAT, where applicable)		VAT Rate	Gross charge 2024/25	2024/25
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)	4%	£556	£612	£637	Exempt	£637	£637
indin nun zooningo	*Dinner Dances/Galas	Hours from 10am - midnight (bar closes at 11pm)	4%	£371	£408		Exempt	£424	£424
	Civil Ceremonies and Civil Partnerships	Up to 3 hours	4%	£258	1		Exempt	£295	£295
	*Exhibitions/Sales/Conferences	Half day (max 6 hours)	4%	£136				£156	£156
		Full day (max 9.5 hours)	4%	£247			Exempt	£283	£283
	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				
	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				
	Wedding Ceremony and Receptions		4%	£556	£612	£637	Exempt	£637	£637
	Kitchen Hire (all facilities): Wedding Receptions, Dinner	Dances, Gala Dinners (per head charge)	0%	£3.60	£4	£3.33	20.00%	£4	£4
	Basic kitchen hire (for light refreshments): Conferences	, Sales Fayres, Performances etc.	4%	£49	£54		20.00%	£56	£56
	Kitchen Hire (all facilities excl banquet roll) for Day & Ev	vening Functions buffet style catering (up to 100 guests)	4%	£93	£102	£88.33	20.00%	£106	£106
Rundle Room	*Meetings/Presentations								
		Half day rate (max 6 hours)	4%	£62	£68	£71	Exempt	£71	£71
	N.B. If any of the above events have TTC ticket sales	Full day (max 9.5 hours)	4%	£93	£102	£106	Exempt	£106	£106
	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
		Full day (now max 9.5 hours) B/Hols Additional staff costs may be charged		n/a					n/a
	Wedding/Civil Ceremonies & Civil Partnerships		4%	£93	£102	£106	Exempt	£106	£106
	Evening Parties 6pm - midnight (bar closes at 11pm)		4%	£124	£305	£317	Exempt	£317	£317
Optional extras	Event/bar extension	From midnight to 1am (bar closes at midnight as opposed to 11pm)	4%	£120	£120	£104.17	20.00%	£125	£125
	Stage extension blocks (per set up and break down)		4%	£90	£90	£78.33	20.00%	£94	£94
	Advertising banner	(per week rate)	4.5%	£40	£44	£38.33	20.00%	£46	£46
	Advertising poster	(per week rate)	4%	£30	£33	£28.33	20.00%	£34	£34
	N.B. No change to eligibility criteria for advertising ban	ners/posters proposed							
	Stage lighting		4%	£30	£33	£28.33	20.00%	£34	£34
	PA System (inc mics, Amp, Loop etc.)		12%	£18	£18	£16.67	20.00%	£20	£20
	Basic lighting rig and spots		0%	£18	£18	£15	20.00%	£18	£18
	DMX, Moving Heads, Light System x 4		0%	£30			20.00%	£30	£30
	Technical Support, Lighting Operator	(per hour rate)	12%	£18			20.00%	£20	£20
	Portable Bar		4%	£90				£94	£94
Catering	Tea/coffee/biscuits at events	(per head rate)	0%	£1.20			20.00%	£2	£2
	Tea & Coffee only	(per head rate)	0%	£1			20.00%	£1.50	£1.50
	Access to tea & coffee facilities	Downdtables (nortable)	0%	£12				£12	£12
	Banquet roll table covering	Round tables (per table)	0%	£6 £3			20.00% 20.00%	£8 £5	£8
Discounts	Multi day Bookings - Five Day Hire £247 rate (consecut	Rectangular tables (per table)	0% 4%	£3 £988		£4.17 £1,130	Exempt	£5 £1,130	£5 £1,130
Discounts	Multi day Bookings - Thee Day Thee 1247 Tate (consecut Multi day Bookings - Three Day Hire £247 rate (consecut		4%	£494			Exempt	£565	£565
Cleaning	Cleaning charge penalty	(per hour rate)	4% 0%	£42			20.00%	£100	£100
Charity Discounts	25% discount for registered charity groups per space (si		0%	25%			Exempt	25%	25%
Additional Charges	For any hour or part hour after a booking £36 per hour		5.5%	£36	1		Exempt	£38	£38
Community Rate		p more than 35 attendees, £25 hourly rate will be applied (max of 3hr hire)	0%	£30			Exempt	£25	£25
·,	Wine Per Bottle	, , , , , , , , , , , , , , , , , , ,	0%	£6.50			20.00%	£6.50	£6.50

AGENDA ITEM 5a

Notes No difference in price for Sunday No difference in price for Sunday No difference in price for Sunday. Additional charges may apply for BH No difference in price for Sunday. Additional charges may apply for BH

	Fizz (Champagne / Prosecco) Per bottle			0%	£8.50	£8.50	£7.08	20.00%	£8.50	£8.5
Drinks packages	By arrangement									
Butchers' Hall	All prices exclude VAT where ap	plicable								
	*Subject to 25% discount for cha	rity/community events								
Venue Hire	Day hire (9.5 hours)			4%	£370	£407	£352.50	20%	£423	£42
	Three Day Hire Block Booking Discount (Con	secutive or non consecutive hire within a 12 month period)		4%	£890	£979	£848.33	20%	£1,018	£1,01
	Five Day Hire Block Booking Discount (Conse	cutive or non consecutive hire within a 12 month period)		4%	£1,483	£1,631	£1,413.33	20%	£1,696	£1,69
	Pop Up Day Hire entrance area only, up to a	nd including the kitchenette)		4%	£93	£102	£88.33	20%	£106	£10
	Pop Up Three Day Consecutive Hire entranc	e area only, up to and including the kitchenette)		4%	£222	£244	£211.67	20%	£254	£2
	Pop Up Five Day Consecutive Hire entrance	area only, up to and including the kitchenette)		4%	£370	£407	£352.50	20%	£423	£42
	Additional Hourly Rate (day hire)			5.5%	£36	£36	£31.67	20%	£38	£
	Two to Five Hour Hire (per hour)			5.5%	£36	£36	£31.67	20%	£38	£
	Half Venue One Day Hire (9.5 hours)			4%	£222	£244	£211.67	20%	£254	£25
	Wedding Receptions & Evening Functions (a	vailable under bespoke package tailored to your requirements)								
Markets & Events	Market Table Space (6ft x 2.5ft)			0%	£16	£18	£15	20%	£18	£1
	Pitch Hire (2mx3m)			0%	£32	£36	£30	20%	£36	£3
	Pitch (3mx3m)			0%	£37	£40	£33.33	20%	£40	£۷
	Butchers' Hall Outside Trading (2mx3m)			0%	£25	£25	£20.83	20%	£25	£2
Optional Extra Hire Char	ges Access to tea & coffee facilities			0%	£12	£12	£10	20%	£12	£1
	Tea, Coffee & Biscuits (per perso	n)		0%	£1.20	£2	£1.67	20%	£2	f
	Tea & Coffee (per person)			0%	£1	£1.50	£1.25	20%	£1.50	£1.5
	Advertisement Banner (per weel)		5%	£40	£44	£38.33	20%	£46	£4
	Advertisement Poster (per week			3%	£30	£33	£28.33	20%	£34	£3
	Staging / Catwalk (available unde	r bespoke package)						20%		
	Portable Bar (available under be	poke package)						20%		
	Heating supplement							5%		
Cleaning	Cleaning charge penalty	(per hour rate)		0%	£42	£100	£83.33	20%	£100	£10
Charity Discounts	25% discount for registered charity groups (ubject to management approval)		0%	25%	25%	25%		25%	25
Additional Charges	For any hour or part hour after a booking £3	6 per hour will be charged		5.5%	£36	£36	£31.67	20%	£38	£3
Community Rate	community classes (as agreed by manageme	nt) with no more than 35 attendees, £20 hourly rate will be applied (max of 3hr hire)		25%	£20	£20	£20.83	20%	£25	£2
Corkage	Wine Per Bottle			0%	£6.50	£6.50	£5.42	20%	£6.50	£6.5
	Fizz (Champagne / Prosecco) Per bottle			0%	£8.50	£8.50	£7.08	20%	£8.50	£8.5
Pannier Market										
**Market tables space		(per table space rate)		5%	£10	£10.50	£10.50	Exempt	£11.00	£11.0
**Market Hall hire		*Rate plus staffing costs		6%	£300	£330	£350	Exempt	£350	£35
**Market Lock Up Space	25	Per month rate plus electricity/water charges		5%	£400	£420	£420	Exempt	£440	£44
Market Perimeter Marqu		(per day rate for 2 equivalent spaces) (Winter rate £ 10.50 per space per day)		19%	£20	£21	£25	Exempt	£25	£2
		(per calendar month rate) - for 2 equivalent spaces (Winter rate \pm 210 pcm per space)		0%	£400	£420	£420	Exempt	£420	£42
Rear of Market Parking		(per day rate)		0%	£3.50	£4	£4	Exempt	£4	f
Market Storage		Varies between £5 - £35 (no change planned)	Max	TBC	£35	£35	TBC	Exempt	TBC	TE
Bedford Square hire		*Entire Square per day	ax	0%	£400	£440	£440	Exempt	£440	£44
mile a square mile		*Half Square per day		0%	£200	£220	£220	Exempt	£220	£22
		equic per uni		0/0	2200	1220	1220	Exempt	-220	

50	
23	
18	
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18 36	
36 40	
_	in line with Bedford Square
25	
12	
£2	
50	
46	
34	
00	
5%	
38	
25	increase in line with existing Town Hall rate
50	
50	
00	Decision required Increased in 2022, 2022 (44%) Increased in 2022
	Decision required Increased in 2022 -2023 (11%) Increased in 2023 - 2024 (5%). Accordingly, to either be frozen for one year, then going to
	£11 thereafter or go to £11 in 2024 - 2025 according to view taken on
	retail economy
50	
_	To fall in line with table rents, pro rata, see above
_	Single marquees in perimeter to be charged at Bedford square rate
_	To fall in line with any potential table increase
_	There was approx. a 15% increase in 2023/24
	Range £ 7.50 - £30.00 (review current pricing structure)
-	There was a 10% increase in 2023/24
20	There was a 10% increase in 2023/24

							1	
	*Trading space per day (3m x 3m)	0%	£20		£25	Exempt	£25	£
***Bedford Square Marquees	(per day per marquee rate)	0%	£20		£25	Exempt	£25	
Marquee Rental (for other than TTC events)	Rate plus VAT	0%	£20	£30	£25	20.00%	£30	£
	Devisete	00/	6250	C275	(220	200/	C275	
Farmers' Market	Day rate	0% 0%	£250 £4.75	£275 £5	£230 £4.75	20% 5%	£275	£2
Bedford Square electricity charge	Day rate per trader	0%		£25		5%	£5 £25	
	Per full/half day hire	0%	£24	£25	£23.81	5%	£25	£
* Concessions for charity and community events availab	le. 50% reduction for Marquee hire (£20) for registered charities. 20% discount for hire							
of entire Bedford Square for registered charities.	e. 50% reduction for marquee fine (120) for registered chantles. 20% discount for fine							
*** 2 x tables supplied with marquee rental, any additio	nal tables to be charged at f1 each		<u> </u>					
Admin Office								
Chamber bookings	Per hour rate (plus VAT)	0%	£20	£24	£20	20%	£24	f
	Per day rate max 8 hours (plus VAT) - Community events	0%	£100	£120	£100	20%	£120	
	Per day rate max 8 hours (plus VAT) - Other events (no previous differential)	0%	£100	£144	£120	20%	£144	
* Charges not levied for community meetings where a C		5,0			0			
Works Department								
Note - parishioner rates are set at 40% non parishioner r	ates (with the exception of commemorative benches)							
Cemetery								
Internments	Coffin - parishioner	5%	£205	£226	£237	Exempt	£237	£2
	Coffin - non parishioner	5%	£514		£593	Exempt	£593	£5
	Cremated remains in burial plot - parishioner	5%	£212	£233	£245		£245	£2
	Cremated remains in burial plot - non parishioner	5%	£530	£583	£612	Exempt	£612	£6
	Cremated remains in Garden of Rest - parishioner	5%	£212	£233	£245	Exempt	£245	£2
	Cremated remains in Garden of Rest - non parishioner	5%	£530	£583	£612	Exempt	£612	£6
Burial plots	Standard plot (up to two burials) - parishioner	5%	£554	£610	£641	Exempt	£641	£6
	Standard plot (up to two burials) - non parishioner	5%	£1,386	£1,525	£1,601	Exempt	£1,601	£1,6
	Child's plot - parishioner	5%	£214	£234	£246	Exempt	£246	£2
	Child's plot - non parishioner	5%	£533	£586	£615	Exempt	£615	£6
	Garden of Rest plot - parishioner	5%	£253	£279	£293	Exempt	£293	£2
	Garden of Rest plot - non parishioner	5%	£634	£697	£732	Exempt	£732	£7
	Grant of Right Commonwealth War Graves Commission	0%	£0	£0	£0	Exempt	£0	
	or Ministry of Defence							
Walled Graves	Standard Plot - parishioner	5%	£554	£610	£641	Exempt	£641	£6
	Standard Plot -non parishioner	5%	£1,386	£1,525	£1,601	Exempt	£1,601	£1,6
	Child's plot - parishioner	5%	£376	£413	£434	Exempt	£434	£4
	Child's plot - non parishioner	5%	£939	£1,033	£1,085	Exempt	£1,085	£1,0
			L					
Monuments, Grave			L					
Tablets and Monur	nental		L					
Inscriptions			L					
Ledger	Parishioner	5%	£212	£233	£245		£245	
	Non parishioner	5%	£530	£583	£612	Exempt	£612	£6
Headstone or Scrol	Book Parishioner Non parishioner	5% 5%	£212 £530	£233 £583	£245 £612		£245 £612	£2 £6

25	There was a 25% increase in 2023/24
25	£20 each thereafter if 2 or more marquees are hired
30	
	10% increase in 2023/24
£5	
25	
24	
24	
20	
.44	
37	Parishioner rate is set at 40% of non-Parishioner rate
93	
45	Parishioner rate is set at 40% of non-Parishioner rate
12	
_	Parishioner rate is set at 40% of non-Parishioner rate
12	
41	Parishioner rate is set at 40% of non-Parishioner rate
01	
46	Parishioner rate is set at 40% of non-Parishioner rate
15	
-	Parishianan nata is sat at 40% of non Parishianan nata
	Parishioner rate is set at 40% of non-Parishioner rate
32	
£0	
41	Parishioner rate is set at 40% of non-Parishioner rate
01	
	Parishioner rate is set at 40% of non-Parishioner rate
85	
	Parishioner rate is set at 40% of non-Parishioner rate
12	
45	Parishioner rate is set at 40% of non-Parishioner rate
12	
12	

	Kerbstones or Border Stones		Parishioner Non parishioner
			Non parismoner
	Monuments		Parishioner
			Non parishioner
	Tablata		Devictioner
	Tablets		Parishioner Non parishioner
			Non parismoner
	Boulders		Parishioner
			Non parishioner
			Inscription - parishioner
			Inscription - non parishioner
	Miscellaneous		Use of Chapel - parishioner/non parishioner
	Wiscenarieous		Search fees
			Transfer of body after faculty obtained (par/non parish)
			Entry of Transfer Deed - parishioner
			Entry of Transfer Deed - non parishioner
			Issue of grant of Exclusive Right of Burial - parishioner
			Issue of grant of Exclusive Right of Burial - non parish
	Book of Remembrance		2 line entry - parishioner
			2 line entry - non parishioner
			Additional lines - parishioner
			Additional lines - non parishioner
		Floral	5 line memorial entry - parishioner
		Emblems	5 line memorial entry - non parishioner
			8 line memorial entry - parishioner
			8 line memorial entry - non parishioner
		Badge/	5 line memorial entry - parishioner
		Crest or	5 line memorial entry - non parishioner
		Shield	8 line memorial entry - parishioner
			8 line memorial entry - non parishioner
		Illuminated	5 line memorial entry - parishioner
		Capital	5 line memorial entry - non parishioner
			8 line memorial entry - parishioner
			8 line memorial entry - non parishioner
		Full Coat	8 line memorial entry - parishioner
		of Arms	8 line memorial entry - non parishioner
Benches		Commemora	tive Seats - parishioner/non parishioner (on Council land)
			itive plaque on an existing bench (on Council land)
		Memorial Tre	ee (on Council land)
Lling		The Meeder	vr. commercial rate per day
Hire			/s - commercial rate per day /s - commercial rate half day
		THE WEBUUW	S - Commercial face half day

5% £530 £533 £612 Exempt £612 £61 5% £57 £62 £66 Exempt £164 £166 5% £142 £156 £164 Exempt £119 £129 5% £218 £306 £321 Exempt £132 £331 5% £218 £315 £331 Exempt £132 £133 5% £161 £177 £186 Exempt £134 £33 5% £161 £177 £186 Exempt £138 £331 £33 5% £161 £177 £186 Exempt £138 £181 5% £161 £177 £186 Exempt £176 £176 64 £71 £74 Exempt £176 £176 £176 641 £177 £186 Exempt £130 £178 £176 £176 70A £81 £89 £9							
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5% £286 £315 £331 Exempt £331 £331 5% £161 £177 £186 Exempt £186 £18 5% £81 £89 £93 Exempt £93 £93 6 2 Exempt 693 Exempt 693 £93 6 2 Exempt 693 Exempt 693 £93 6 2 Exempt 693 £93 <td< td=""><td>5%</td><td>£278</td><td>£306</td><td>£321</td><td>Exempt</td><td>£321</td><td>£32</td></td<>	5%	£278	£306	£321	Exempt	£321	£32
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5% £161 £177 £186 Exempt £186 £18 5% £81 £89 £93 Exempt 693 £93 POA Exempt Exempt 693 £9	5%	£286	£315	£331	Exempt	£331	£33
5% £81 £89 £93 Exempt £93 £93 POA Exempt	5%	£64	£71	£74	Exempt	£74	£74
Image: Point of the second s	5%	£161	£177	£186	Exempt	£186	£18
Image: Point of the second s							
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		The Meadows - "Pop up", Classes etc. per session per day	10%	£20	£20	£22	Exempt	£22	£22
		The Guildhall Car Park - commercial rate per day	10%	£420	£462	£423.50	20%	£508	£508
		The Guildhall Car Park - commercial rate half day	10%	£230	£253	£232	20%	£278	£278
	Charges	Staffing of quarks (i.e. Diskansian Evaning) win shares is (17.50/hz.Officer	50/	C1C	617 50	C1E 20	20%	61.0	C10
	Charges	Staffing of events (i.e. Dickensian Evening) - min. charge is £17.50/hr Officer	5%	£16	£17.50	£15.30		£18 £32	£18
		Staffing of events (i.e. Dickensian Evening) - min. charge is £30/hr Manager Consultancy Services (Manager's discretion)	5%	£21	£30	£26.25	20%	£32	£32 POA
		consultancy services (manager's discretion)							PUA
	NEG = negotiable	Play Park Inspections (for other Parish Councils) - min. charge £26/hr		£26	POA		20%		POA
		5.5. tonne MEWP inc operator HALF DAY	10%	£160	£176	£161	20%	£194	£194
		5.5. tonne MEWP inc operator WHOLE DAY	10%	£260	£286	£262	20%	£315	£315
		Nifty Lift inc operator HALF DAY	10%	£160	£176	£161	20%	£194	£194
		Nifty Lift inc operator WHOLE DAY	10%	£260	£286	£262	20%	£315	£315
		Extra operator - min. charge £17.5/hr	5%	£16	£17.50	£15.30	20%	£18	£18
	Equipment hire	Orange crowd barriers @ £5 per barrier per event	10%	£4	£5	£4.58	20%	£5.50	£5.50
		Signage e.g. 'Road Closed' £ 5 each per event	10%	£4	£5	£4.58	20%	£5.50	£5.50
		Correx TTRO Signage £3.50 per sign	10%	£0	£3.50	£3.20	20%	£4	£4
	Guildhall Car Park	1/2 hour's parking	0%	£0.50	£0.70	£0.58	20%	£0.70	£0.70
		1 hour's parking	0%	£1	£1.30	£1.08	20%	£1.30	£1.30
		Disabled parking (pay for 1/2 hour, get one hour's parking)	0%	£0.50	£0.70	£0.58	20%	£0.70	£0.70
	Hanging Baskets	Charge per basket for erection and watering (hourly rate per person)	5%		£17.50	£15.30	20%	£18	£18
N.B.	- Goose Fair Fees and Charges not include	ed.							
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	Daytime Evening/weekend		New				20% 20%		
	Robing Room Hire		New				2078		
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	Evening/weekend		New				20%		
	Charges for overnight bookings i.e.	. Ghost Hunts	New				20%		
			New				20%		
	Charitable discount?		New				20%		
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	Decision required Authority to be delegated to the General Manager, in
	consultation with the Guildhall Advisory Forum, to set Fees & Charges in
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