

<b>Appendix 7C: HERITAGE SERVICES - PROPOSED FEES &amp; CHARGES 2016/17</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2016/17</b>
	FULL PRICE	CONCESSIONS ROTHERCARD	FULL PRICE	CONCESSIONS ROTHERCARD
<b>HERITAGE SERVICES - Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies</b>				
Room Bookings				
Hire of Museum (Special Conditions apply)	On application	On application	On application	On application
Gallery Hire during normal Museum public opening hours (Mon-Fri) per hour	£27.00	£27.00	£28.00	£28.00
Gallery Hire during normal Museum public opening hours (Mon-Fri) per hour over 6 hours	£24.00	£24.00	£24.00	£24.00
Ceremony Room for ceremonies to include photos in the room and maintenance	£32.00	£32.00	£32.00	£32.00
Gallery Hire Saturday and Sunday	on application	on application	On application	On application
Caretaking cost per hour	£14.60	£14.60	£15.00	£15.00
Use of Gallery in Museum for background wedding/ceremony photos	£48.00	£48.00	£50.00	£50.00
Hire of Boston Castle (Special Conditions apply)	On application	On application	On application	On application
Boston Castle Earl's Room during normal opening hours	£27.00	£27.00	£25.00	£25.00
Boston Castle Earl's Room Saturday and Sunday and outside normal opening hours	£31.50	£31.50	£30.00	£30.00
Caretaking cost per hour	£14.60	£14.60	£15.00	£15.00
Use of Gallery/roof at Boston Castle for background wedding/ceremony photos	£48.00	£48.00	£50.00	£50.00
Note room hire/photography outside normal opening hours incur a caretaking charge on top of rates listed above - per hour				

<b>Cancellation of Room Bookings at Clifton Park Museum or Boston Castle:</b>				
Charge for room booking cancelled on day	100%	100%	100%	100%
Charge for room booking cancelled within the week	80%	80%	80%	80%
Charge for room booking cancelled within the month	50%	50%	50%	50%
Hospitality/Refreshments	On application	On application	On application	On application
Licensing applications	Cost plus 20%	Cost plus 20%	Cost plus 20%	Cost plus 20%
Overhead Projector per hour	£5.70	£5.70	Remove	Remove
Overhead Projector full day (9 a.m.-5 p.m.)	£13.30	£13.30	£8.00	£8.00
Flip Chart Stand (including pad) per session	£8.60	£8.60	£8.60	£8.60
Powerpoint Projector per hour	£8.10	£8.10	Remove	Remove
Powerpoint Projector full day 9 am - 5 pm	£18.50	£18.50	£8.00	£8.00
Laptop per hour	£8.10	£8.10	Remove	Remove
Laptop full day 9 am - 5 pm	£18.50	£18.50	£8.00	£8.00
Display Cases	Price by negotiation	Price by negotiation	Price on application	Price on application
Transport of Display Cases	to at least cover costs	to at least cover costs	cover costs + 20%	cover costs + 20%
Installation of Display Cases	to at least cover costs	to at least cover costs	cover costs + 20%	cover costs + 20%
Display Boards	£12 per day	£12 per day	£15 per day	£15 per day
<b>School/Learning Sessions/Workshops/Adult Sessions/Tours/Talks</b>				
**Schools - non Vat if Rotherham LEA, Vatable for schools outside Rotherham LEA ** Each session is a maximum of 2 hours. The maximum class size is 30. Prices are the same for all schools, with VAT being charged for schools outside Rotherham LEA and academies				

**School Sessions delivered at the Heritage Service venues for a full day visit (this includes all materials and resources)	N/A	N/A	£6.50 per child	£6.50 per child
**School Sessions delivered at the Heritage Service venues for a half day (this includes all materials and resources)	£3.50 per child	£3.50 per child	£4.00 per child	£4.00 per child
**School Sessions delivered at the Heritage Service venues for a half day using the kitchen Range (this includes all materials and resources)	£4.50 per child	£4.50 per child	£4.50 per child	£4.50 per child
**School based sessions inclusive of travel expenses	£4.00 per Child	£4.00 per Child	£4.50 per Child	£4.50 per Child
Minimum charge for school session at Heritage Service venues for 27 pupils or less for a full day	N/A	N/A	£175.00	£175.00
Minimum charge for school session at Heritage Service venues including the Kitchen Range for 27 pupils or less for half day sessions	£100.00	£100.00	£122.00	£122.00
Minimum charge for standard school session at Heritage Service venues for half day (includes all materials and resources)	£80.00	£80.00	£108.00	£108.00
Minimum charge for school in School/Outreach venue	£100.00	£100.00	£122.00	£122.00
Activity Box hire for self-guided sessions (Museum or Park use only)	N/A	N/A	£15.00	£15.00
Activity Cart (resources for schools)	Price on application	Price on application	Price on application	Price on application
Workshops/Holiday Activities/Tours/Master classes	Variable to at least cover costs + 10%	Variable to at least cover costs + 10%	Variable to at least cover costs + 12%	Variable to at least cover costs + 12%
Adult Reminiscence Sessions (max of 10 adults)	Minimum charge of £52	Minimum charge of £52	Minimum charge of £55	Minimum charge of £55
Adult Care Home sessions (outreach venues)	Minimum charge of £52	Minimum charge of £52	Minimum charge of £55	Minimum charge of £55

Hire of memory boxes for Care Homes (to be collected and returned by hirer)	N/A	N/A	£20 per for two weeks	£20 per for two weeks
Gallery/Museum Tours (minimum of 10 adults)	£4 per adult	£4 per adult	£4 per adult	£4 per adult
Talk by staff (non-VAT) (up to 2 hours including preparation) at Heritage Service Venue	Minimum of £46	Minimum of £46	Minimum of £50	Minimum of £50
Talk by staff (non-VAT) (up to 2 hours including preparation) at outreach Venue	Minimum of £56	Minimum of £56	Minimum of £56	Minimum of £56
<b>Object Identification/Research Enquiries*:</b>				
In person up to 1hour	Free	Free	Free	Free
Over 1 hour in person per 15 mins	£7.50	£7.50	£7.50	£7.50
Research enquiries by post, e-mail or fax per 15 mins	£7.50	£7.50	£7.50	£7.50
<b>Archives and Local Studies</b>				
<b>A&amp;LS Enquiries and research service*</b>				
Basic initial enquiry and advice	Free	Free	Free	Free
Use of computers, internet and microfilm readers in searchroom	Free	Free	Free	Free
Staff time for carrying out research service enquiries (research, transcription, photocopying, printing, digital image retrieval, scanning) per 15 mins	£7.50	£7.50	£7.50	£7.50
Staff time for Electoral Register search and providing a letter confirming addresses if required (customer must be present for Registers under 10 years old) per 15 mins	£7.50	£7.50	£7.50	£7.50
<b>A&amp;LS Packing and postage charges (based on Royal Mail) *</b>				
UK Standard				
Small letter up to 100g 1st class			£0.80	£0.80
Small letter up to 100g 2nd class			£0.70	£0.70
Large letter (A4 sheets) up to 100g, max thickness 2.5cm 2nd class	£1.10	£1.10	£1.15	£1.15

Large letter (A4 sheets) up to 250g, max thickness 2.5cm 2nd class	£1.65	£1.65	£1.70	£1.70
Large letter (A4 sheets) up to 500g, max thickness 2.5cm 2nd class			£1.95	£1.95
Large letter (A4 sheets) up to 750g, max thickness 2.5cm 2nd class			£2.70	£2.70
International Standard - Europe				
Small letter up to 100g	£2.80	£2.80	£1.90	£1.90
Large letter (A4 sheets) up to 100g, max thickness 2.5cm			£2.80	£2.80
Large letter (A4 sheets) up to 250g, max thickness 2.5cm			£4.10	£4.10
Parcels			Cost on request	Cost on request
International Standard - World zone 1				
Small letter up to 100g	£3.90	£3.90	£2.80	£2.80
Large letter (A4 sheets) up to 100g, max thickness 2.5cm			£3.60	£3.60
Large letter (A4 sheets) up to 250g, max thickness 2.5cm			£5.20	£5.20
Parcels			Cost on request	Cost on request
International Standard - World zone 2				
Small letter up to 100g	£3.90	£3.90	£2.80	£2.80
Large letter (A4 sheets) up to 100g, max thickness 2.5cm			£3.80	£3.80
Large letter (A4 sheets) up to 250g, max thickness 2.5cm			£5.60	£5.60
Parcels			Cost on request	Cost on request
A&LS Photocopying per page* (add on staff time and postage costs for orders placed via distance enquiry service)				
A4 black and white	£0.40	£0.40	£0.45	£0.45

A4 colour	£1.90	£1.90	£2.00	£2.00
A3 black and white	£0.60	£0.60	£0.65	£0.65
A3 colour	£2.75	£2.75	£2.90	£2.90
A&LS Printing per page* (add on staff time and postage costs for orders placed via distance enquiry service)				
From microfilm/fiche A4 black and white print	£0.50	£0.50	£0.60	£0.60
From microfilm/fiche A3 black and white print	£0.70	£0.70	£0.80	£0.80
From RLN computers A4 black and white print	£0.10	£0.10		
From RLN computers A4 colour print	£0.50	£0.50		
From Viewfinder A4 black and white print	£0.70	£0.70	£0.75	£0.75
From Viewfinder A4 colour print	£2.00	£2.00	£2.10	£2.10
From Mapper A4 black and white print	£0.70	£0.70	£0.75	£0.75
A&LS Digital image* (add on staff time costs, plus CD-Rom and postage if applicable)				
One Viewfinder photograph or scanned image sent via email	£2.25	£2.25	£2.35	£2.35
One Viewfinder photograph or scanned image sent on CD-Rom	£2.25	£2.25	£2.35	£2.35
One CD-Rom	£1.50	£1.50	£1.50	£1.50
A&LS Photography by customer*				
Digital photograph using own camera, per image taken	£0.50	£0.50	£0.50	£0.50
Permit to take a larger quantity of photographs on a single day (conditions apply)	£6.00	£6.00	£10.00	£10.00
Advanced permit, as above but with photographer bringing in own additional equipment e.g. tripod (conditions apply; pre-booking essential)	£25.00	£25.00	£25.00	£25.00
A&LS Fee for the right to reproduce one image of an item from our collections (not including cost of obtaining the image)*				

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Unlimited use in one book, e-book, journal, CD-Rom, film, exhibition or display	£24.00	£24.00	£25.00	£25.00
Use on a website	£30.00	£30.00	£30.00	£30.00
Uses by a commercial or profit-making institution or person:				
Single use in one book, e-book, journal, CD-Rom, film, exhibition or display	£24.00	£24.00	£25.00	£25.00
Unlimited use in one book, e-book, journal, CD-Rom, film, exhibition or display	£48.00	£48.00	£50.00	£50.00
Use on a website (non-VAT)	£60.00	£60.00	£60.00	£60.00
Commission:				
Hired Equipment	At cost + 30%	At cost + 30%	At cost + 30%	At cost + 30%
Use of Hired Van	At cost + fuel + 30%	At cost + fuel + 30%	At cost + fuel + 30%	At cost + fuel + 30%
Commission on Sales (Art/Craft/Exhibits)	Min. 20% prof./amateur	Min. 20% prof./amateur	Min. 10% prof./amateur	Min. 10% prof./amateur
Use of Gallery in Museum for background photos	£48.00	£48.00	£50.00	£50.00
Shops - Mark-up	33%-100%	33%-100%	Remove	Remove
Fees for Consultancy Work*:				
Unskilled staff per day	min £63.80	N/A	min £65	min £65
Skilled staff per day	min £195	N/A	min £200	min £200
Professional staff per day	min £446	N/A	min £450	min £450
Conservation - fee per hour	price on application	price on application	Price on application	Price on application

Ticket Printing per ticket	£0.26	£0.20		
Posting Tickets	£0.65	£0.65		
Publicity & Promotion of Booked Events at request of hirer per advert minimum (inc. design, advert space and handling charge)	£56.50	£56.50	Price on application	Price on application
Booking fee for card payments under £5.00	£0.50	£0.50	£0.00	£0.00
Storage Charge (for equipment, scenery, costumes, materials, etc.) per day per 10m <sup>2</sup>	£34.50	£22.50	Price on application	Price on application
Box fees for deposition of Archaeological Archives at Clifton Park Museum	Price on application	Price on application	Price on application	Price on application