

Appendix 6 - Library, Customer Services, Theatre Services and Heritage Service Charges

Regeneration and Environment Directorate – Fees and Charges 2017-18				
13/03/17				
Appendix 6a				
HERITAGE SERVICES - PROPOSED FEES & CHARGES 2017/18		2016/17	2017/18	Comments
HERITAGE SERVICES - Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies				
Room Bookings				
Hire of Museum (Special Conditions apply)	On application	On application		
Gallery Hire during normal Museum public opening hours (Mon-Fri) per hour	£28.00	£28.00		
Gallery Hire during normal Museum public opening hours (Mon-Fri) per hour over 6 hours	£24.00	£24.00		
Ceremony Room for ceremonies to include photos in the room and maintenance	£32	£32.00		
Gallery Hire Saturday and Sunday	On application	On application		
Caretaking cost per hour	£15.00	£15.00		
Use of Gallery in Museum for background wedding/ceremony photos	£50	£50.00		
Hire of Boston Castle (Special Conditions apply)	On application	On application		
Boston Castle Earl's Room during normal opening hours	£25	£25.00		
Boston Castle Earl's Room Saturday and Sunday and outside normal opening hours	£30	£30.00		
Caretaking cost per hour	£15.00	£15.00		
Use of Gallery/roof at Boston Castle for background wedding/ceremony photos	£50	£50.00		
Note room hire/photography outside normal opening hours incur a caretaking charge on top of rates listed above - per hour				
Cancellation of Room Bookings at Clifton Park Museum or Boston Castle:				
Charge for room booking cancelled on day	100%	100%		
Charge for room booking cancelled within the week	80%	80%		
Charge for room booking cancelled within the month	50%	50%		
Hospitality/Refreshments	On application	On application		
Licensing applications	Cost plus 20%	Cost plus 20%		
Overhead Projector per hour	£0.00	£0.00		
Overhead Projector full day (9 a.m.-5 p.m.)	£8.00	£8.00		
Flip Chart Stand (including pad) per session	£8.60	£8.60		
Powerpoint Projector per hour	£0.00	£0.00		
Powerpoint Projector full day 9 am - 5 pm	£8.00	£8.00		
Laptop per hour	£0.00	£0.00		
Laptop full day 9 am - 5 pm	£8.00	£8.00		
Display Cases	Price on application	Price on application		
Transport of Display Cases	cover costs + 20%	Cover costs + 20%		
Installation of Display Cases	cover costs + 20%	Cover costs + 20%		
Display Boards	£15 per day	Minimum £15 per day		
School/Learning Sessions/Workshops/Adult Sessions/Tours/Talks				
**Schools - non Vat if Rotherham LEA, Vatable for schools outside Rotherham LEA				
**School Sessions delivered at the Heritage Service venues for a full day visit (this includes all materials and resources)	£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)	£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		
**School based sessions inclusive of travel expenses	£4.50 per Child	£4.50 per Child		
Minimum charge for school session at Heritage Service venues for 25 pupils or less for full day and Kitchen Range sessions	£150.00	£150.00		
Minimum charge for school session at Heritage Service venues including the Kitchen Range for 25 pupils or less for half day sessions	£100.00	£100.00		
Minimum charge for school in School/Outreach venue	£150.00	£150.00		
Activity Box hire for self guided sessions (Museum or Park use only)	£15	£15		
Activity Cart (resources for schools)	Price on application	Price on application		
Workshops/Holiday Activities/Tours/Master classes	Variable to at least cover costs + 12%	Variable to at least cover costs + 12%		
Adult Reminiscence Sessions (max of 10 adults)	Minimum charge of £55	Minimum charge of £50		Reduce charge based on feedback and lack of take up of Service
Adult Care Home sessions (outreach venues)	Minimum charge of £55	Minimum charge of £50		
Hire of memory boxes for Care Homes (to be collected and returned by hirer)	£20 per for two weeks	£20 per for two weeks		
Gallery/Museum Tours (minimum of 10 adults)	£4 per adult	Minimum £4 per adult		
Talk by staff (non-VAT) (up to 2 hours including preparation) at Heritage Service Venue	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		
Object Identification/Research Enquiries*:				
In person up to 1hour	Free	Free		
Over 1 hour in person	Free	Free		
Research enquiries by post, e-mail or fax per 15 mins	£7.50	£7.65		
A&LS Enquiries and research service*				
Basic initial enquiry and advice	Free	Free		
Use of computers, internet and microfilm readers in searchroom	Free	Free		
Staff time for carrying out research service enquiries (research, transcription,)	£7.50	£7.65		
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	£7.65		
A&LS Packing and postage charges (based on Royal Mail) *				
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	£1.15	£1.15		
Large letter (A4 sheets) up to 250g, max thickness 2.5cm 2nd class	£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	£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	£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	£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	£0.45	£0.45		
A4 colour	£2.00	£2.00		
A3 black and white	£0.65	£0.65		
A3 colour	£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	£0.60	£0.65		
From microfilm/fiche A3 black and white print	£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	£0.75	£0.65		To bring in line with new microfilm charge

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From Viewfinder A4 colour print	£2.10	£2.10	
From Mapper A4 black and white print	£0.75	£0.65	To bring in line with new microfilm charge
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	£2.35	£2.40	
One Viewfinder photograph or scanned image sent on CD-Rom	£2.35	£2.40	
One CD-Rom	£1.50	£1.50	
A&LS Photography by customer*			
Digital photograph using own camera, per image taken	£0.50	£0.50	
Permit to take a larger quantity of photographs on a single day (conditions apply)	£10.00	£10.00	
Advanced permit, as above but with photographer bringing in own additional equipment	£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)*			
<i>NB: an acknowledgement must be made to Rotherham Archives and Local Studies where the images are used.</i>			
Uses by educational or non-profit making institution or person:			
Single use in one book, e-book, journal, CD-Rom, film, exhibition or display	£12.50	£12.75	
Unlimited use in one book, e-book, journal, CD-Rom, film, exhibition or display	£25.00	£25.50	
Use on a website	£30.00	£30.50	
Uses by a commercial or profit-making institution or person:			
Single use in one book, e-book, journal, CD-Rom, film, exhibition or display	£25.00	£25.50	
Unlimited use in one book, e-book, journal, CD-Rom, film, exhibition or display	£50.00	£51.00	
Use on a website (non-VAT)	£60.00	£61.00	
Commission:			
Hired Equipment		On application	
Use of Hired Van		On application	
Commission on Sales (Art/Craft/Exhibits)	Min. 10% prof/amateur	Minimum 10% prof/amateur	
Use of Gallery in Museum for background photos	£50	£50.00	
Fees for Consultancy Work*:			
Unskilled staff per day	min £65	Minimum £65	
Skilled staff per day	min £200	Minimum £200	
Professional staff per day	min £450	Minimum £450	
Conservation - fee per hour	Price on application	Price on application	
Ticket Printing per ticket			Delete Charge
Posting Tickets			Delete Charge
Publicity & Promotion of Booked Events at request of hirer per advert minimum (inc. design, advert space and handling charge)	Price on application	Price on application	
Booking fee for card payments under £5.00	£0.00	£0.00	
Storage Charge (for equipment, scenery, costumes, materials, etc.) per day per 10m ²	Price on application	On application	
Box fees for deposition of Archaeological Archives at Clifton Park Museum	Price on application	On application	