

**CULTURAL SERVICES FEES AND CHARGES 2012/13**

	2012/13 full price	2012/13 Conc/Rothercard
<b>HERITAGE SERVICES - Clifton Park Museum, York and Lancaster Regimental Museum Boston Castle, Archives and Local Studies</b>		
ROOM HIRE (Non Vatable)	On application	On application
Hire of Museum (Special Conditions apply)		
Courtyard/Gallery Hire (Category B) during normal Museum public opening hours (Mon-Thurs) per hour	£25.00	£16.25
Courtyard/Gallery Hire (Category B) (Mon. to Thurs. 9 a.m. - 10 a.m.) per hour	£25.00 + caretaking cost	£16.25 + caretaking cost
Courtyard/Gallery Hire (Category B) Fridays 9 a.m. - 4.30 p.m. per hour	£25.00 + caretaking cost	£16.25 + caretaking cost
Courtyard/Gallery Hire (Category B) Saturday and Sunday and outside normal public opening hours	£29.50 + caretaking cost	£29.50 + caretaking cost
Caretaking cost per hour	£14.00	£14.00
Courtyard/Gallery Hire to non RMBC organisations(same criteria as RMBC except hourly rate)	Minimum £27.50	Minimum £27.50
Hire of Boston Castle (Special Conditions apply)	On application	On application
Boston Castle Earl's Room (Category B) during normal opening hours	£25.00	£16.25
Boston Castle Earl's Room (Category B) Saturday and Sunday and outside normal opening hours	£29.50 + caretaking cost	£29.50 + caretaking cost
Boston Castle Earl's room Hire to non RMBC organisations(same criteria as RMBC except hourly rate)	Minimum £27.50	Minimum £27.50
Caretaking cost per hour	£14.00	£14.00
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	£5.30	£5.30
Overhead Projector full day (9 a.m.-5 p.m.)	£12.50	£12.50
Flip Chart Stand (including pad) per session	£8.05	£8.05
Television and Video per hour	£6.10	£6.10
Powerpoint Projector per hour	£6.10	£6.10
Powerpoint Projector full day 9 am - 5 pm	£17.30	£17.30
Laptop per hour	£6.10	£6.10
Laptop full day 9 am - 5 pm	£17.30	£17.30
Display Cases	Price by negotiation	Price by negotiation
Transport of Display Cases	to at least	to at least
Installation of Display Cases	cover costs	cover costs
<b>Display Boards</b>	Price on application	Price on application
**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. Bookings for more than 1 group per visit will receive a reduction of 25p per child.		
Prices are the same for all schools, with VAT being charged for schools outside Rotherham LEA and academies		
<b>**School Sessions delivered at the Heritage Service venue to include the Yorkshire Range</b> (this includes all materials and resources)	£4.00 per child	£4.00 per child
<b>**School Sessions delivered at the Heritage Service venue excluding the Yorkshire Range</b> (this includes all materials and resources)	£3.00 per child	£3.00 per child
<b>**School based sessions inclusive of travel expenses</b>	£3.75 per child	3.75 per child
Activities - non VAT if educational		
Workshops/Holiday Activities/Tours/Masterclasses	Variable to at least cover costs + 10%	Variable to at least cover costs
Reminiscence Box excl. delivery	£16.05	£16.05
Talk by staff/Guided Tours (non-VAT) (up to 2 hours including preparation)	Minimum of £39.15	Minimum of £39.15
<b>Object Identification/Research Enquiries*:</b>		
In person up to 1hour	Free	Free
Over 1 hour in person	£25.75	£25.75
Research enquiries by post, e-mail or fax up to half an hour	£14.10	£14.10
Research enquiries by post, e-mail or fax per hour or part thereof	£25.75	£25.75
<b>Archives &amp; Local Studies Research Enquiries including York &amp; Lancs*:</b>		
Basic research (up to 15 minutes)	£7.10	£7.10
Research up to half an hour	£14.10	£14.10
Research per hour or part hour thereafter	£25.75	£25.75
Handling charge - e-mail, fax, postal and telephone orders (1-5 copies)	£3.30	£3.30
Handling charge - e-mail, fax, postal and telephone orders (6-10 copies)	£5.45	£5.45
Handling charge - e-mail, fax, postal and telephone orders (11-20 copies)	£8.15	£8.15
Handling charge - e-mail, fax, postal and telephone orders (21-30 copies)	£10.80	£10.80
Handling charge - e-mail, fax, postal and telephone orders (Over 31 copies)	£14.10	£14.10

	full price	Conc/Rothercard
<b>Postage*</b>		
A4 1-10 copies up to 100 grams	£0.75	£0.75
A4 11-30 copies up to 200 grams	£1.15	£1.15
A4 larger orders to be calculated according to weight of package	Costed on request	Costed on request
A3 1-5 copies up to 100 grams	£0.75	£0.75
A3 6-15 copies up to 200 grams	£1.15	£1.15
Larger orders (UK) to be calculated according to weight of package	Costed on request	Costed on request
Overseas orders mark as airmail small packet (Europe):		
A4 1-10 copies up to 100g	£1.65	£1.65
A3 1-5 copies up to 100g	£1.65	£1.65
A3 6-10 copies up to 200g	£2.30	£2.30
Larger orders (Europe) to be calculated according to weight of package	Costed on request	Costed on request
Overseas orders mark as airmail small packet (Australia, USA, Canada):		
A4 1-10 copies up to 100g	£2.05	£2.05
A3 1-5 copies up to 100g	£2.05	£2.05
A3 6-10 copies up to 200g	£3.50	£3.50
Larger orders (Australia, USA, Canada) to be calculated according to weight of package	Costed on request	Costed on request
Digital Copies:		
In jiffy bag per CD Rom up to 250g (UK)	£2.15	£2.15
In jiffy bag per CD Rom up to 250g (Europe)	£2.70	£2.70
In jiffy bag per CD Rom up to 250g (Australia, USA, Canada)	£4.35	£4.35
Photo quality copies to be calculated according to weight of package	Costed on request	Costed on request
<b>Photocopies by staff*:</b>		
A3 Black and White	£0.60	£0.60
A4 Black and White	£0.40	£0.40
A4 Colour	£1.85	£1.85
A3 Colour	£2.70	£2.70
<b>Copies from microfilm/microfiche*:</b>		
A4 Black & White	£0.50	£0.50
A3 Black & White	£0.70	£0.70
<b>Digital Copies - Maps &amp; Aerial Photos*</b>		
Black & White	£0.70	£0.70
Colour	£1.15	£1.15
Digital Copies - Other*:		
Digital photo with own camera (per photo)	£0.50	£0.50
Black & White Paper	£0.70	£0.70
<b>Colour Paper</b>	£1.15	£1.15
Photo Quality Copies*:		
6" x 4" Black & White/Colour	£4.85	£4.85
7" x 5" Black & White/Colour	£5.25	£5.25
8" x 6" Black & White/Colour	£5.90	£5.90
<b>10" x 8" Black &amp; White/Colour</b>	£6.40	£6.40
A4 Black & White/Colour	£7.20	£7.20
12" x 10"	£7.20	£7.20
<b>Viewfinder Copies*</b> (if ordered from Clifton Park Museum or Community Libraries handling charge applies)		
Black & White A4 normal	£0.70	£0.70
Black & White A4 normal, 5 copies	£3.20	£3.20
Colour A4 normal	£1.15	£1.15
Each File (Standard 1-4 jpeg files ordered)	£2.15	£2.15
Each File (Standard if 5+ jpeg files ordered)	£1.95	£1.95
Photo Files on CD Rom	£1.15	£1.15
Photo research - if non-standard requirements (i.e. editing/scanning/retrieval) (per 15 minutes)	£6.7 + cost of photo/file	£6.7 + cost of photo/file
Reproduction Fee*:		
<b>Scholarly/educational/non-profit making books, journals, part works,</b>		
CD roms, film/broadcast: world, 1 language or world, 1 programme		

	full price	Conc/Rothercard
<b>1 transmission</b>	£11.33	£11.33
Scholarly/educational/non-profit making books, journals, part works, CD roms, film/broadcast: world, all languages or world, 1 programme, unlimited use	£22.65	£22.65
Scholarly/educational/non-profit making websites (one-off licence fee) (non-VAT)	£27.30	£27.30
Commercial books, journals, part works, CD roms, film/broadcast: world, 1 language or world, 1 programme, 1 transmission	£22.65	£22.65
Commercial books, journals, part works, CD roms, film/broadcast: world, 1 language or world, 1 programme, unlimited use	£56.15	£56.15
Commercial websites (one off licence fee) (non-VAT)	£82.40	£82.40
Transparency Reproduction Fee*: Special Images		
Photography by request	Price on application	Price on application
Transcriptions/Translations	£25.75	£25.75
<b>Miscellaneous:</b>		
Internet user per hour/half hour - Archives searchroom	Free	Free
Design, construction and advisory work carried out outside Cultural Services but within RMBC:		
Materials	At cost + 30%	At cost + 30%
Hired Equipment	At cost + 30%	At cost + 30%
Use of Hired Van	At cost + fuel + 30%	At cost + fuel + 30%
Commission on Sales (Art/Craft/Exhibits)	Min. 20% prof./amateur	Min. 20% prof./amateur
PAT Testing	£3.70 per item	£3.70 per item
Use of Gallery in Museum for background photos	£46.35	£46.35
Shops - Mark-up	33%-100%	33%-100%
Fees for Consultancy Work*:		
Unskilled staff per day	£62.80	£62.80
<b>Skilled staff per day</b>	£188.85	£188.85
Professional staff per day	£439.30	£439.30
Box Office/Marketing		
Ticket Printing per ticket	£0.24	£0.18
Posting Tickets	£0.60	£0.60
Box Office Service - all events at Museum must sell tickets through Museum	17% commission	13% commission
Publicity & Promotion of Booked Events at request of hirer per advert minimum (inc. design, advert space and handling charge)	£51.50	£51.50
Booking fee for card payments under £5.00	£0.50	£0.50
Storage (non-VAT)		
Storage Charge (for equipment, scenery, costumes, materials, etc.) per day per 10m <sup>2</sup>	£31.70	£20.60
Archaeology Box fees	Price on application	Price on application
<b><u>LIBRARIES AND INFORMATION SERVICES</u></b>		
<b>Books (non-VAT)</b>		
Overdue Charges per day open (Under 18s and over 60s exempt)		
Overdue Charges maximum (Under 18s and over 60s exempt)	£0.15	£0.15
<b>Talking Books (non-VAT)</b>	£6.00	£6.00
Hire Charges per week or part		
Overdue Charges per day per title (Under 18s and over 60s exempt)	Free	Free
Overdue Charges maximum (Under 18s and over 60s exempt)	£0.15	£0.15
<b>Compact Discs*</b>	£6.00	£6.00
Hire Charges per week or part		
Overdue Charges per day open	£0.75	£0.55
Overdue Charges maximum	£0.55	£0.55
<b>Video &amp; DVDs:*</b>	£7.50	£7.50
Feature Films hire per 2 days		
Feature Films Overdue per day	£2.20	£1.50
Overdue Charges maximum	£1.10	£0.75
Riverside Library Intermediate Band hire per week	£15.00	£15.00

	full price	Conc/Rothercard
Community Lib. Intermediate Band hire per week	£1.10	£0.75
Intermediate Band Overdue per day	£1.10	£0.75
Overdue Charges maximum	£0.55	£0.55
Disc Repair Service per disc	£12.00	£12.00
<b>Overdue Notices (under 18s &amp; over 60s exempt): (non-VAT)</b>	£1.00	£1.00
Riverside and Community Library Services		
<b>Reservations (non-VAT)</b>	£0.55	£0.55
Book per item (in stock within Rotherham Libraries)		
Non-books per item	£0.00	£0.00
Inter-Library Loans	£0.50	£0.50
<b>Lost &amp; Irreparably Damaged Books, etc.: (non-VAT)</b>	£6.00	£5.00
Lost books/non-books - a suitable replacement copy provided by the borrower may be accepted as a replacement		
Adult Fiction Paperback		
Adult Fiction Hardback	£6.00	£5.00
Adult Non-Fiction	£10.00	£8.00
Children's Fiction	£10.00	£8.00
Children's Non-Fiction	£4.00	£3.00
<b>Lost/Irreparably Damaged Talking Books (non-VAT)</b>	£6.00	£5.00
Abridged Version		
Unabridged Version	£6.00	£5.00
<b>Lost/Irreparably Damaged CD-Roms &amp; Compact Discs:</b>	£20.00	£18.00
Compact Discs		
DVDs	£6.00	£5.00
<b>Lost Library Tickets: (non-VAT)</b>	£12.00	£10.00
<b>Discarded Library Books/CDs/Videos (non-VAT) (recommended charges but staff may use their discretion)</b>	£1.20	£1.20
Children's		
AF hardback	£0.50	£0.50
ANF	£0.65	£0.65
or % original price whichever is greatest	£1.05	£1.05
Paperbacks	15%	15%
Discarded Compact Discs	£0.30	£0.30
Discarded Videos	£2.10	£2.10
<b>Canvas Book Bags*</b>	£3.15	£3.15
<b>Photocopying:*</b>	£1.50	£1.50
A4		
A3	£0.10	£0.10
<b>Photocopying Colour:*</b>	£0.80	£0.80
A4		
A3	£0.50	£0.50
<b>Copies from microfilm*</b>	£2.00	£2.00
<b>Visibility - Charge for Braille Material (non-VAT):</b>	£0.50	£0.50
Individuals		
Private Companies/Council Departments per sheet	Free	Free
	£1.20 first sheet	£1.20 first sheet
	70p subsequent sheets	70p subsequent sheets
<b>Hire of Rooms (Greasbrough, Maltby, Mowbray, Swinton, Wath) (non-VAT):</b>		
In opening hours per hour	£8.00	£8.00
Outside opening hours per hour	£8.00 + £14 caretaking	£8.00 + £14 caretaking
<b>Display Cases*:</b>		
Promotional Displays per month (insurance)	£11.60	£11.60
Promotional Displays per week	£3.00	£3.00
Commercial	Negotiable	Negotiable
<b>IT Facilities:*</b>		
Printing Black & White per copy A4	£0.10	£0.10
Printing Colour per copy A4	£0.50	£0.50
Printing Black & White per copy A3 (RVH)	£0.80	£0.80
Printing Colour per copy A3 (RVH)	£2.00	£2.00

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Internet user per hour/half hour	Free	Free
IT support material	N/A	N/A
<b>Use of ICT Centres*:</b>		
Band A (libraries that can accommodate 12+ learners)	£24.00 per session	n/a
Band B (libraries that can accommodate 6-11 learners)	£12.00 per session	n/a
Band C libraries that can accommodate up to 6 learners)	£6.00 per session	n/a
<b>Information Services*:</b>		
List of companies per company name/detailed list per company name	£0.10 - £0.35	£0.10 - £0.35
Printouts from locally held (per company)	£0.35	£0.35
Printouts from British Standards (per copy)	£0.50	£0.50
Companies House Searches	Company House Charge plus £1.20 handling charge	Company House Charge plus £1.20 handling charge
British Standards	Voucher Charge plus £1.20 handling charge	Voucher charge plus £1.20 handling charge
Microfilm/Reader Printer	£0.50	£0.50
<b>FAX Messages*:</b>		
UK outgoing per A4 page	£1.00	£1.00
Plus handling charge	Free	Free
UK incoming per A4 page	£0.50	£0.50
	£2.00 first sheet	£2.00 first sheet
Rest of World outgoing per A4 page	£1.00 subsequent sheets	£1.00 subsequent sheets
Commission on sales	Variable	Variable
<b>COMMUNITY ARTS (non VAT)</b>		
Workshops/holiday activities/Masterclasses/Activity	variable to cover costs + 10%	variable to cover costs + 10%
Riverside House Library, Heritage and Arts Space	Negotiable	Negotiable

<b>THEATRE (1st September 2012-31st August 2013)</b>	<b>Full price</b>	<b>Conc. Rothercard</b>
<b>CIVIC THEATRE HIRE (non-VAT)</b>		
Commercial hire	negotiable	negotiable
Theatre Hire per night (10% discount on week's hire) 6 pm-10.30 pm Mon-Sat (2 crew, 1 duty manager, 1 box office)	£547.00	£432.70
Theatre Hire per night 6pm-10.30 pm Sunday (2 crew, 1 duty manager, 1 box office)	£798.80	£595.70
Additional Matinee or other day hire	£423.10	£324.00
Theatre hire per night 6-10pm for rehearsals (2 crew only)	£431.35	£319.10
Non-performance hire of theatre space ( minimum charge 3 hrs Monday-Friday 9-5)	£185.40	£185.40
Non-performance hire additional hours or part thereof each room (double rate on Sundays)	£74.00	£74.00
Bar Extensions	£45.00	£45.00
Hire of meeting space (bar) at Civic Theatre per hour (Mon-Fri 9-5)	£25.00	£25.00
Hire of meeting space (Rehearsal room) at Civic Theatre per hour (Mon-Fri 9-5)	£30.00	£30.00
Tea/Coffee provision per person	£1.10	£1.10
<b>STAFFING COSTS</b>		
Additional support staff (casual staff at this rate only) per hour	£11.30	£11.00
Charge per hour or part hour made to all Societies for Sunday use, get in and rehearsal (2 members of staff only, additional staff extra) for first 8 hours	£49.40	£49.40
for any hour thereafter	£70.00	£70.00
Rehearsal room charge per hour or part hour made to all societies for weekday use, get in and rehearsal	£30.00	£30.00
Charge per hour or part hour made to all Societies for weekday use, get in and rehearsal (Mon-Fri 9 am-6 pm) (2 members of staff only, additional staff extra)	£50.00	£50.00
<b>Staff FOH, stage manager, technician, etc., per person</b> per hour	£19.30	£19.30
Specialist staff as speakers/enablers (staff going out)(non-vatable) per hour plus expenses	£40.00	£40.00
<b>DEPOSITS/CANCELLATIONS</b>		
Deposit for Hirers	20%	20%
Cancellation Fee:		
In Week of Event	100%	100%
Within a Month	80%	80%
<b>EQUIPMENT</b>		
Hire of flip chart (Theatre) per session	£8.30	£8.30
Hire of Epsom projector /screen (per 3 hr session)	£38.00	£38.00
Hire of Epsom projector /screen rigged for upto 1 weeks use during performances	£76.00	£76.00
Hire of Mitsubishi projector/screen per single performance	£51.00	£51.00
Hire of Mitsubishi projector/screen rigged for upto 1 weeks use during performances	£92.00	£92.00
Hire of intelligent lighting system	price on application	price on application
Hire of Yamaha Piano	£29.80	£29.80
Piano Tuning	At cost + 20%	At cost + 20%
Mirror Ball per week	£19.40	£14.00
U.V. Lamps per week	£17.80	£17.80
Strobe per week	£17.80	£12.50
Hire of Fancy Drapes per week	£43.20	£43.20
Repair of Drapes	Variable to include cost of replacement	Variable to include cost of replacement
Replacement of drapes if damaged beyond repair	cost of replacement	cost of replacement
Fibre Optic Star Cloth	£14.00 per day £42.70 per week	£14.00 per day £42.70 per week
Smoke Machine per day	£15.85	£10.35
Smoke or Haze Machine Fluid as required	At cost + 20%	At cost + 20%
Smoke Machine per week	£49.00	£33.00
Haze Machine per day	£18.10	£12.80
Haze Machine per week	£53.20	£37.40
Radio Microphone per session (per mic)	£18.00	£11.80
Gaffer Tape per roll	£6.40	£6.40
Pyrotechnic Detonator System per week	£31.20	£31.20
Orchestra Pit Hire	£44.80	£44.80
<b>BOX OFFICE/MARKETING</b>		
Publicity & Promotion of Booked Events at request of hirer per advert minimum (inc. design, advert space)	£51.50	£51.50
Booking fee for credit/debit card transactions	£0.50	£0.50
Ticket Printing per ticket	£0.24	£0.18
Posting Tickets	£0.60	£0.60
Ticket commission	17%	7%
Ticket commission where theatre sells all tickets	10%	£0.46 per ticket
<b>MISCELLANEOUS</b>		

PAT Test per item	£4.00	£4.00
Performing Rights Society Licence (where RMBC makes returns)	On application charged quarterly in arrears	On application charged quarterly in arrears
Theatre Tours (Schools and specialist groups) outside Rotherham Borough & private schools non Vatable	£72.00	£48.00
Workshops/Holiday Activities/Masterclasses	Variable to at least cover costs + 20%	Variable to at least cover costs + 20%
Shops - Mark up	Variable	Variable
Merchandising	Plus 15-20% or set fee negotiable on request	Plus 15-20% or set fee negotiable on request