

Fees & Charges

Appendix 1

Service	Description of charge	Notes	Var.	2021/22	2022/23	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%	£540	£556	
	*Dinner Dances/Galas	Hours from 10am - midnight (bar closes at 11pm)	3%	£360	£371	
	Civil Ceremonies and Civil Partnerships	Up to 3 hours	3%	£250	£258	
	*Exhibitions/Sales/Conferences	Half day (max 6 hours)	3%	£132	£136	
		Full day (max 9.5 hours)	3%	£240	£247	
		Half day (max 6 hours) B/Hols Additional staff costs may be charged	0%	n/a	n/a	No difference in price for Sunday
		Full day (max 9.5 hours) B/Hols Additional staff costs may be charged	0%	n/a	n/a	No difference in price for Sunday
	Wedding Ceremony and Receptions		3%	£540	£556	
	Kitchen Hire (all facilities): Wedding Receptions, Dinner Dances, Gala Dinners (per head charge)		3%	£3.50	£3.60	
	Basic kitchen hire (for light refreshments): Conferences, Sales Fayres, Performances etc.		3%	£48	£49	
	Kitchen Hire (all facilities excl banquet roll) for Day & Evening Functions buffet style catering (up to 100 guests)		3%	£90	£93	
Rundle Room	*Meetings/Presentations					
		Half day rate (max 6 hours)	3%	£60	£62	
		Full day (max 9.5 hours)	3%	£90	£93	
		Half day rate (max 6 hours) B/Hols Additional staff costs may be charged	0%	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	0%	n/a		No difference in price for Sunday. Additional charges may apply for BH
	Wedding/Civil Ceremonies & Civil Partnerships		3%	£90	£93	
	Evening Parties 6pm - midnight (bar closes at 11pm)		3%	£120	£124	
Optional extras	Event/bar extension	From midnight to 1am (bar closes at midnight as opposed to 11pm)	0%	£120	£120	
	Stage extension blocks (per set up and break down)		0%	£90	£90	
	Advertising banner	(per week rate)	10%	£36	£40	
	Advertising poster	(per week rate)	25%	£24	£30	
	Stage lighting		0%	£30	£30	
	PA System (inc mics, Amp, Loop etc)		0%	£18	£18	
	Basic lighting rig and spots		0%	£18	£18	
	DMX, Moving Heads, Light System x 4		0%	£30	£30	
	Technical Support, Lighting Operator	(per hour rate)	0%	£18	£18	
	Portable Bar		0%	£90	£90	
Catering	Tea/coffee/biscuits at events	(per head rate)	0%	£1.20	£1.20	
	Tea & Coffee only	(per head rate)	0%	£1	£1	
	Access to tea & coffee facilities		0%	£12	£12	
	Banquet roll table covering	Round tables (per table)	0%	£6	£6	
		Rectangular tables (per table)	0%	£3	£3	
Discounts	Block Bookings - Five Day Hire £247 rate (consecutive or non consecutive in a 12 month period)		3%	??	£988	
	Block Bookings - Three Day Hire £247 rate (consecutive or non consecutive in a 12 month period)		3%	??	£494	
Cleaning	Cleaning charge penalty	(per hour rate)	0%	£42	£42	
Charity Discounts	25% discount for registered charity groups (subject to management approval)		0%	25%	25%	
Additional Charges	For any hour or part hour after a booking £36 per hour will be charged		0%	£36	£36	
Community Rate	community classes (as agreed by management) with no more than 35 attendess, £20 hourly rate will be applied (max of 3hr hire)		0%	£20	£20	

Corkage	Wine Per Bottle	0%	£6.50	£6.50
	Fizz (Champagne / Prosecco) Per bottle	0%	£8.50	£8.50
Butchers' Hall				
All prices exclude VAT				
*Subject to 25% discount for charity/community events				
Venue Hire	Day hire (9.5 hours)	3%	£360	£370
	Three Day Hire Block Booking Discount (Consecutive or non consecutive hire within a 12 month period)	3%	£864	£890
	Five Day Hire Block Booking Discount (Consecutive or non consecutive hire within a 12 month period)	3%	£1,440	£1,483
	Pop Up Day Hire entrance area only, up to and including the kitchenette)	3%	£90	£93
	Pop Up Three Day Consecutive Hire entrance area only, up to and including the kitchenette)	3%	£216	£222
	Pop Up Five Day Consecutive Hire entrance area only, up to and including the kitchenette)	3%	£360	£370
	Additional Hourly Rate (day hire)	0%	£36	£36
	Two to Five Hour Hire (per hour)	0%	£36	£36
	Half Venue One Day Hire (9.5 hours)	3%	£216	£222
	Wedding Receptions & Evening Functions (available under bespoke package tailored to your requirements)			
Markets & Events	Table Hire (6ft x 2.5ft)	£1	£15	£16
	Pitch Hire (2mx3m)	£1	£30	£31
	Pitch (3mx3m)	£1	£36	£37
	Butchers' Hall Outside Trading (2mx3m)	25%	£20	£25
Optional Extra Hire Charges	Access to tea & coffee facilities	0%	£12	£12
	Tea, Coffee & Biscuits (per person)	0%	£1.20	£1.20
	Tea & Coffee (per person)	0%	£1	£1
	Advertisement Banner (per week)	0%	£36	£36
	Advertisement Banner (per week)	0%	£24	£24
	Staging / Catwalk (available under bespoke package)			
	Prtable Bar (available under bespoke package)			
Cleaning	Cleaning charge penalty (per hour rate)	0%	£42	£42
Charity Discounts	25% discount for registered charity groups (subject to management approval)	0%	25%	25%
Additional Charges	For any hour or part hour after a booking £36 per hour will be charged	0%	£36	£36
Community Rate	community classes (as agreed by management) with no more than 35 attendess, £20 houlrly rate will be applied (max of 3hr hire)	0%	£20	£20
Corkage	Wine Per Bottle	0%	£6.50	£6.50
	Fizz (Champagne / Prosecco) Per bottle	0%	£8.50	£8.50
Pannier Market				
**Market tables space	(per table space rate)	10%	£9	£10
**Market Hall hire	*Rate plus staffing costs	20%	£250	£300
**Market Lock Up Units	Per month rate plus electricity/water charges	11%	£360	£400
Market Perimeter Marquees	(per day rate)	10%	£18	£20
	(per calendar month rate) - not previously offered	0%	£0	£200
Market Perimeter Parking	(per day rate per parking bay) - parking will cease when perimeter repaved	0%	£0	£0
Market Storage	Varies between £5 - £30 (no change planned)	Max 0%		£30
Bedford Square hire	*Entire Square per day	0%	£400	£400

	*Half Square per day	0%	£200	£200
	*Trading space per day (3m x 3m)	0%	£20	£20
***Bedford Square Marquees	(per day per marquee rate)	0%	£20	£20
Marquee Rental (for other than TTC events)	Rate plus VAT	0%	£20	£20
Market Carrier Bags	(per 100 bag pack)	0%	£3	£3

* Concessions for charity and community events available. 50% reduction for Marquee hire (£20) for registered charities. 20% discount for hire of entire Bedford Square for registered charities.

*** 2 x tables supplied with marquee rental, any additional tables to be charged at £1 each

Admin Office				
Chamber bookings	Per hour rate (plus VAT)	30%	£15	£20
	Per day rate max 8 hours (plus VAT) - Community events	25%	£80	£100
	Per day rate max 8 hours (plus VAT) - Other events (no previous differential)	0%	£120	£120
* Charges not levied for community meetings where a Councillor is organising it				

Works Department				
Note - parishioner rates are set at 40% non parishioner rates (with the exception of commemorative benches)				
Cemetery				
Internments	Coffin - parishioner	5%	£195	£205 Parishioner rate is set at 40% of non-Parishioner rate
	Coffin - non parishioner	5%	£490	£514
	Cremated remains in burial plot - parishioner	5%	£202	£212 Parishioner rate is set at 40% of non-Parishioner rate
	Cremated remains in burial plot - non parishioner	5%	£505	£530
	Cremated remains in Garden of Rest - parishioner	5%	£202	£212 Parishioner rate is set at 40% of non-Parishioner rate
	Cremated remains in Garden of Rest - non parishioner	5%	£505	£530
Burial plots	Standard plot (up to two burials) - parishioner	5%	£528	£554 Parishioner rate is set at 40% of non-Parishioner rate
	Standard plot (up to two burials) - non parishioner	5%	£1,320	£1,386
	Child's plot - parishioner	5%	£203	£214 Parishioner rate is set at 40% of non-Parishioner rate
	Child's plot - non parishioner	5%	£508	£533
	Garden of Rest plot - parishioner	5%	£241	£253 Parishioner rate is set at 40% of non-Parishioner rate
	Garden of Rest plot - non parishioner	5%	£604	£634
	Grant of Right Commonwealth War Graves Commission or Ministry of Defence	0%	£0	£0
Walled Graves	Standard Plot - parishioner	5%	£528	£554 Parishioner rate is set at 40% of non-Parishioner rate
	Standard Plot -non parishioner	5%	£1,320	£1,386
	Child's plot - parishioner	5%	£358	£376 Parishioner rate is set at 40% of non-Parishioner rate
	Child's plot - non parishioner	5%	£894	£939
Monuments, Gravestones, Tablets and Monumental Inscriptions				
Ledger	Parishioner	5%	£202	£212 Parishioner rate is set at 40% of non-Parishioner rate
	Non parishioner	5%	£505	£530
Headstone or Scroll Book	Parishioner	5%	£202	£212 Parishioner rate is set at 40% of non-Parishioner rate
	Non parishioner	5%	£505	£530

Kerbstones or Border Stones	Parishioner	5%	£202	£212	Parishioner rate is set at 40% of non-Parishioner rate
	Non parishioner	5%	£505	£530	
Monuments	Parishioner	5%	£54	£57	Parishioner rate is set at 40% of non-Parishioner rate
	Non parishioner	5%	£135	£142	
Tablets	Parishioner	5%	£106	£111	Parishioner rate is set at 40% of non-Parishioner rate
	Non parishioner	5%	£265	£278	
Boulders	Parishioner	5%	£109	£114	Parishioner rate is set at 40% of non-Parishioner rate
	Non parishioner	5%	£272	£286	
	Inscription - parishioner	5%	£61	£64	Parishioner rate is set at 40% of non-Parishioner rate
	Inscription - non parishioner	5%	£153	£161	
Miscellaneous	Use of Chapel - parishioner/non parishioner	5%	£77	£81	
	Search fees				
	Transfer of body after faculty obtained (par/non parish)				
	Entry of Transfer Deed - parishioner	POA			Cost will be determined by the amount of staff time taken, and is applied at the Manager's discretion
	Entry of Transfer Deed - non parishioner	POA			Cost will be determined by the amount of staff time taken, and is applied at the Manager's discretion
	Issue of grant of Exclusive Right of Burial - parishioner	POA			Cost will be determined by the amount of staff time taken, and is applied at the Manager's discretion
	Issue of grant of Exclusive Right of Burial - non parish	POA			Cost will be determined by the amount of staff time taken, and is applied at the Manager's discretion
	Commemorative Seats - parishioner/non parishioner	5%	£550	£578	
	Commemorative plaque on an existing bench	5%	£75	£79	
	Memorial Tree	5%	£200	£210	Excl. cost of replacement
Book of Remembrance	2 line entry - parishioner	5%	£43	£45	Parishioner rate is set at 40% of non-Parishioner rate
	2 line entry - non parishioner	5%	£108	£113	
	Additional lines - parishioner	5%	£22	£23	Parishioner rate is set at 40% of non-Parishioner rate
	Additional lines - non parishioner	5%	£54	£57	
Floral	5 line memorial entry - parishioner	5%	£172	£180	Parishioner rate is set at 40% of non-Parishioner rate
Emblems	5 line memorial entry - non parishioner	5%	£429	£450	
	8 line memorial entry - parishioner	5%	£226	£237	Parishioner rate is set at 40% of non-Parishioner rate
	8 line memorial entry - non parishioner	5%	£564	£592	
Badge/	5 line memorial entry - parishioner	5%	£172	£181	Parishioner rate is set at 40% of non-Parishioner rate
Crest or	5 line memorial entry - non parishioner	5%	£429	£450	
Sheild	8 line memorial entry - parishioner	5%	£226	£237	Parishioner rate is set at 40% of non-Parishioner rate
	8 line memorial entry - non parishioner	5%	£564	£592	
Illuminated Capital	5 line memorial entry - parishioner	5%	£186	£195	Parishioner rate is set at 40% of non-Parishioner rate
	5 line memorial entry - non parishioner	5%	£466	£489	
	8 line memorial entry - parishioner	5%	£245	£257	Parishioner rate is set at 40% of non-Parishioner rate
	8 line memorial entry - non parishioner	5%	£612	£643	
Full Coat of Arms	8 line memorial entry - parishioner	5%	£266	£279	Parishioner rate is set at 40% of non-Parishioner rate
	8 line memorial entry - non parishioner	5%	£664	£697	

Hire	The Meadows - commercial rate per day	3%	£175	£180
	The Meadows - commercial rate half day			£90
	The Meadows - "Pop up", Classes etc. per session per day			£20
	The Guildhall Car Park - commercial rate per day	5%	£400	£420
	The Guildhall Car Park - commercial rate half day	15%	£200	£230
charges	Staffing of events (i.e. Dickensian Evening) - min. charge is £16/hr Officer	0%		£16 per hour
	Staffing of events (i.e. Dickensian Evening) - min. charge is £21/hr Manager	0%		£21 per hour
NEG = negotiable	Play Park Inspections (for other Parish Councils) - min. charge £26/hr	25%	£21	£26 per hour
	5.5. tonne MEWP inc operator HALF DAY	6%	£150	£160
	5.5. tonne MEWP inc operator WHOLE DAY	4%	£250	£260
	Nifty Lift inc operator HALF DAY	6%	£150	£160
	Nifty Lift inc operator WHOLE DAY	4%	£250	£260
	Extra operator - min. charge £16/hr	0%		£16 per hour
	Large marquee hire			
Equipment hire	Orange crowd barriers @ £4 per barrier for max 1 week.	30%	£3	£4 per week
	Signage e.g. 'Road Closed' £4 each for a max 1 week	30%	£3	£4 per week
Guildhall Car Park	1/2 hour's parking	0%	£0.50	£0.50
	1 hour's parking	0%	£1	£1
	Disabled parking (pay for 1/2 hour, get one hour's parking)	0%	£0.30	£0.30

N.B. - Goose Fair Fees and Charges not included.