

Fees & Charges

AGENDA ITEM 5a

Service	Description of charge	Notes	Var.	2022/23 (inc. VAT, where applicable)	2023/24 (inc. VAT, where applicable)	Net charge 2024/25	VAT Rate	Gross charge 2024/25	2024/25	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)	4%	£556	£612	£637	Exempt	£637	£637		
	*Dinner Dances/Galas	Hours from 10am - midnight (bar closes at 11pm)	4%	£371	£408	£424	Exempt	£424	£424		
	Civil Ceremonies and Civil Partnerships	Up to 3 hours	4%	£258	£284	£295	Exempt	£295	£295		
	*Exhibitions/Sales/Conferences	Half day (max 6 hours)	4%	£136	£150	£156	Exempt	£156	£156		
		Full day (max 9.5 hours)	4%	£247	£272	£283	Exempt	£283	£283		
	N.B. If any of the above events have TTC ticket sales then VAT will be charged at 20%	Half day (max 6 hours) B/Hols Additional staff costs may be charged		n/a	n/a						No difference in price for Sunday
		Full day (max 9.5 hours) B/Hols Additional staff costs may be charged		n/a	n/a						No difference in price for Sunday
		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	£46.67	20.00%	£56	£56	
	Kitchen Hire (all facilities excl banquet roll) for Day & Evening 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 then VAT will be charged at 20%	Full day (max 9.5 hours)	4%	£93	£102	£106	Exempt	£106	£106		
		Half day rate (max 6 hours) B/Hols Additional staff costs may be charged		n/a					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		n/a					n/a	No difference in price for Sunday. Additional charges may apply for BH	
		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 banners/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	£30	£25	20.00%	£30	£30	
		Technical Support, Lighting Operator	(per hour rate)	12%	£18	£18	£16.67	20.00%	£20	£20	
Catering	Portable Bar		4%	£90	£90	£78.33	20.00%	£94	£94		
	Tea/coffee/biscuits at events	(per head rate)	0%	£1.20	£2	£1.67	20.00%	£2	£2		
	Tea & Coffee only	(per head rate)	0%	£1	£1.50	£1.25	20.00%	£1.50	£1.50		
	Access to tea & coffee facilities		0%	£12	£12	£10	20.00%	£12	£12		
	Banquet roll table covering	Round tables (per table)	0%	£6	£8	£6.67	20.00%	£8	£8		
		Rectangular tables (per table)	0%	£3	£5	£4.17	20.00%	£5	£5		
Discounts	Multi day Bookings - Five Day Hire £247 rate (consecutive or non consecutive in a 12 month period)		4%	£988	£1,087	£1,130	Exempt	£1,130	£1,130		
	Multi day Bookings - Three Day Hire £247 rate (consecutive or non consecutive in a 12 month period)		4%	£494	£543	£565	Exempt	£565	£565		
Cleaning	Cleaning charge penalty	(per hour rate)	0%	£42	£100	£83.33	20.00%	£100	£100		
Charity Discounts	25% discount for registered charity groups per space (subject to management approval)		0%	25%	25%	25%	Exempt	25%	25%		
Additional Charges	For any hour or part hour after a booking £36 per hour will be charged		5.5%	£36	£36	£38	Exempt	£38	£38		
Community Rate	community classes (as agreed by management) with no more than 35 attendees, £25 hourly rate will be applied (max of 3hr hire)		0%	£20	£25	£25	Exempt	£25	£25		
Corkage	Wine Per Bottle		0%	£6.50	£6.50	£5.42	20.00%	£6.50	£6.50		

Drinks packages	Fizz (Champagne / Prosecco) Per bottle	0%	£8.50	£8.50	£7.08	20.00%	£8.50	£8.50	
	By arrangement								
Butchers' Hall		All prices exclude VAT where applicable							
		*Subject to 25% discount for charity/community events							
Venue Hire	Day hire (9.5 hours)	4%	£370	£407	£352.50	20%	£423	£423	
	Three Day Hire Block Booking Discount (Consecutive or non consecutive hire within a 12 month period)	4%	£890	£979	£848.33	20%	£1,018	£1,018	
	Five Day Hire Block Booking Discount (Consecutive or non consecutive hire within a 12 month period)	4%	£1,483	£1,631	£1,413.33	20%	£1,696	£1,696	
	Pop Up Day Hire entrance area only, up to and including the kitchenette)	4%	£93	£102	£88.33	20%	£106	£106	
	Pop Up Three Day Consecutive Hire entrance area only, up to and including the kitchenette)	4%	£222	£244	£211.67	20%	£254	£254	
	Pop Up Five Day Consecutive Hire entrance area only, up to and including the kitchenette)	4%	£370	£407	£352.50	20%	£423	£423	
	Additional Hourly Rate (day hire)	5.5%	£36	£36	£31.67	20%	£38	£38	
	Two to Five Hour Hire (per hour)	5.5%	£36	£36	£31.67	20%	£38	£38	
	Half Venue One Day Hire (9.5 hours)	4%	£222	£244	£211.67	20%	£254	£254	
	Wedding Receptions & Evening Functions (available under bespoke package tailored to your requirements)								
Markets & Events	Market Table Space (6ft x 2.5ft)	0%	£16	£18	£15	20%	£18	£18	
	Pitch Hire (2mx3m)	0%	£32	£36	£30	20%	£36	£36	
	Pitch (3mx3m)	0%	£37	£40	£33.33	20%	£40	£40	
	Butchers' Hall Outside Trading (2mx3m)	0%	£25	£25	£20.83	20%	£25	£25	in line with Bedford Square
Optional Extra Hire Charges	Access to tea & coffee facilities	0%	£12	£12	£10	20%	£12	£12	
	Tea, Coffee & Biscuits (per person)	0%	£1.20	£2	£1.67	20%	£2	£2	
	Tea & Coffee (per person)	0%	£1	£1.50	£1.25	20%	£1.50	£1.50	
	Advertisement Banner (per week)	5%	£40	£44	£38.33	20%	£46	£46	
	Advertisement Poster (per week)	3%	£30	£33	£28.33	20%	£34	£34	
	Staging / Catwalk (available under bespoke package)					20%			
	Portable Bar (available under bespoke package)					20%			
	Heating supplement					5%			
Cleaning	Cleaning charge penalty (per hour rate)	0%	£42	£100	£83.33	20%	£100	£100	
Charity Discounts	25% discount for registered charity groups (subject to management approval)	0%	25%	25%	25%		25%	25%	
Additional Charges	For any hour or part hour after a booking £36 per hour will be charged	5.5%	£36	£36	£31.67	20%	£38	£38	
Community Rate	community classes (as agreed by management) with no more than 35 attendees, £20 hourly rate will be applied (max of 3hr hire)	25%	£20	£20	£20.83	20%	£25	£25	increase in line with existing Town Hall rate
Corkage	Wine Per Bottle	0%	£6.50	£6.50	£5.42	20%	£6.50	£6.50	
	Fizz (Champagne / Prosecco) Per bottle	0%	£8.50	£8.50	£7.08	20%	£8.50	£8.50	
Pannier Market									
**Market tables space	(per table space rate)	5%	£10	£10.50	£10.50	Exempt	£11.00	£11.00	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
**Market Hall hire	*Rate plus staffing costs	6%	£300	£330	£350	Exempt	£350	£350	
**Market Lock Up Spaces	Per month rate plus electricity/water charges	5%	£400	£420	£420	Exempt	£440	£440	To fall in line with table rents, pro rata, see above
Market Perimeter Marquees	(per day rate for 2 equivalent spaces) (Winter rate £ 10.50 per space per day)	19%	£20	£21	£25	Exempt	£25	£25	Single marquees in perimeter to be charged at Bedford square rate
	(per calendar month rate) - for 2 equivalent spaces (Winter rate £ 210 pcm per space)	0%	£400	£420	£420	Exempt	£420	£420	To fall in line with any potential table increase
Rear of Market Parking	(per day rate)	0%	£3.50	£4	£4	Exempt	£4	£4	There was approx. a 15% increase in 2023/24
Market Storage	Varies between £5 - £35 (no change planned)	Max	£35	£35	TBC	Exempt	TBC	TBC	Range £ 7.50 - £30.00 (review current pricing structure)
Bedford Square hire	*Entire Square per day	0%	£400	£440	£440	Exempt	£440	£440	There was a 10% increase in 2023/24
	*Half Square per day	0%	£200	£220	£220	Exempt	£220	£220	There was a 10% increase in 2023/24

		*Trading space per day (3m x 3m)	0%	£20	£25	£25	Exempt	£25	£25	There was a 25% increase in 2023/24
***Bedford Square Marquees		(per day per marquee rate)	0%	£20	£25	£25	Exempt	£25	£25	£20 each thereafter if 2 or more marquees are hired
Marquee Rental (for other than TTC events)		Rate plus VAT	0%	£20	£30	£25	20.00%	£30	£30	
Farmers' Market		Day rate	0%	£250	£275	£230	20%	£275	£275	10% increase in 2023/24
Bedford Square electricity charge		Day rate per trader	0%	£4.75	£5	£4.75	5%	£5	£5	
		Per full/half day hire	0%	£24	£25	£23.81	5%	£25	£25	
<p>* 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.</p> <p>*** 2 x tables supplied with marquee rental, any additional tables to be charged at £1 each</p>										
Admin Office										
		Chamber bookings								
		Per hour rate (plus VAT)	0%	£20	£24	£20	20%	£24	£24	
		Per day rate max 8 hours (plus VAT) - Community events	0%	£100	£120	£100	20%	£120	£120	
		Per day rate max 8 hours (plus VAT) - Other events (no previous differential)	0%	£120	£144	£120	20%	£144	£144	
		* 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%	£205	£226	£237	Exempt	£237	£237	Parishioner rate is set at 40% of non-Parishioner rate
		Coffin - non parishioner	5%	£514	£565	£593	Exempt	£593	£593	
		Cremated remains in burial plot - parishioner	5%	£212	£233	£245	Exempt	£245	£245	Parishioner rate is set at 40% of non-Parishioner rate
		Cremated remains in burial plot - non parishioner	5%	£530	£583	£612	Exempt	£612	£612	
		Cremated remains in Garden of Rest - parishioner	5%	£212	£233	£245	Exempt	£245	£245	Parishioner rate is set at 40% of non-Parishioner rate
		Cremated remains in Garden of Rest - non parishioner	5%	£530	£583	£612	Exempt	£612	£612	
Burial plots		Standard plot (up to two burials) - parishioner	5%	£554	£610	£641	Exempt	£641	£641	Parishioner rate is set at 40% of non-Parishioner rate
		Standard plot (up to two burials) - non parishioner	5%	£1,386	£1,525	£1,601	Exempt	£1,601	£1,601	
		Child's plot - parishioner	5%	£214	£234	£246	Exempt	£246	£246	Parishioner rate is set at 40% of non-Parishioner rate
		Child's plot - non parishioner	5%	£533	£586	£615	Exempt	£615	£615	
		Garden of Rest plot - parishioner	5%	£253	£279	£293	Exempt	£293	£293	Parishioner rate is set at 40% of non-Parishioner rate
		Garden of Rest plot - non parishioner	5%	£634	£697	£732	Exempt	£732	£732	
		Grant of Right Commonwealth War Graves Commission or Ministry of Defence	0%	£0	£0	£0	Exempt	£0	£0	
Walled Graves		Standard Plot - parishioner	5%	£554	£610	£641	Exempt	£641	£641	Parishioner rate is set at 40% of non-Parishioner rate
		Standard Plot -non parishioner	5%	£1,386	£1,525	£1,601	Exempt	£1,601	£1,601	
		Child's plot - parishioner	5%	£376	£413	£434	Exempt	£434	£434	Parishioner rate is set at 40% of non-Parishioner rate
		Child's plot - non parishioner	5%	£939	£1,033	£1,085	Exempt	£1,085	£1,085	
Monuments, Gravestones, Tablets and Monumental Inscriptions										
Ledger		Parishioner	5%	£212	£233	£245	Exempt	£245	£245	Parishioner rate is set at 40% of non-Parishioner rate
		Non parishioner	5%	£530	£583	£612	Exempt	£612	£612	
Headstone or Scroll Book		Parishioner	5%	£212	£233	£245	Exempt	£245	£245	Parishioner rate is set at 40% of non-Parishioner rate
		Non parishioner	5%	£530	£583	£612	Exempt	£612	£612	

Kerbstones or Border Stones	Parishioner	5%	£212	£233	£245	Exempt	£245	£245	Parishioner rate is set at 40% of non-Parishioner rate	
	Non parishioner	5%	£530	£583	£612	Exempt	£612	£612		
Monuments	Parishioner	5%	£57	£62	£66	Exempt	£66	£66	Parishioner rate is set at 40% of non-Parishioner rate	
	Non parishioner	5%	£142	£156	£164	Exempt	£164	£164		
Tablets	Parishioner	5%	£111	£122	£129	Exempt	£129	£129	Parishioner rate is set at 40% of non-Parishioner rate	
	Non parishioner	5%	£278	£306	£321	Exempt	£321	£321		
Boulders	Parishioner	5%	£114	£126	£132	Exempt	£132	£132	Parishioner rate is set at 40% of non-Parishioner rate	
	Non parishioner	5%	£286	£315	£331	Exempt	£331	£331		
	Inscription - parishioner	5%	£64	£71	£74	Exempt	£74	£74	Parishioner rate is set at 40% of non-Parishioner rate	
	Inscription - non parishioner	5%	£161	£177	£186	Exempt	£186	£186		
Miscellaneous	Use of Chapel - parishioner/non parishioner	5%	£81	£89	£93	Exempt	£93	£93	Cost will be determined by the amount of staff time taken, and is applied at the Manager's discretion	
	Search fees				Exempt					
	Transfer of body after faculty obtained (par/non parish)				Exempt					
	Entry of Transfer Deed - parishioner	POA				Exempt				
	Entry of Transfer Deed - non parishioner	POA				Exempt				
	Issue of grant of Exclusive Right of Burial - parishioner	POA				Exempt				
Book of Remembrance	Issue of grant of Exclusive Right of Burial - non parish	POA				Exempt			Cost will be determined by the amount of staff time taken, and is applied at the Manager's discretion	
	2 line entry - parishioner	5%	£45	£50	£52	Exempt	£52	£52	Parishioner rate is set at 40% of non-Parishioner rate	
	2 line entry - non parishioner	5%	£113	£124	£130	Exempt	£130	£130		
	Additional lines - parishioner	5%	£23	£25	£26	Exempt	£26	£26	Parishioner rate is set at 40% of non-Parishioner rate	
	Additional lines - non parishioner	5%	£57	£63	£66	Exempt	£66	£66		
	Floral	5 line memorial entry - parishioner	5%	£180	£198	£208	Exempt	£208	£208	Parishioner rate is set at 40% of non-Parishioner rate
	Emblems	5 line memorial entry - non parishioner	5%	£450	£495	£520	Exempt	£520	£520	
		8 line memorial entry - parishioner	5%	£237	£260	£273	Exempt	£273	£273	Parishioner rate is set at 40% of non-Parishioner rate
		8 line memorial entry - non parishioner	5%	£592	£651	£684	Exempt	£684	£684	
	Badge/ Crest or Shield	5 line memorial entry - parishioner	5%	£181	£198	£208	Exempt	£208	£208	Parishioner rate is set at 40% of non-Parishioner rate
5 line memorial entry - non parishioner		5%	£450	£495	£520	Exempt	£520	£520		
	8 line memorial entry - parishioner	5%	£237	£260	£273	Exempt	£273	£273	Parishioner rate is set at 40% of non-Parishioner rate	
	8 line memorial entry - non parishioner	5%	£592	£651	£684	Exempt	£684	£684		
Illuminated Capital	5 line memorial entry - parishioner	5%	£195	£215	£226	Exempt	£226	£226	Parishioner rate is set at 40% of non-Parishioner rate	
	5 line memorial entry - non parishioner	5%	£489	£538	£565	Exempt	£565	£565		
	8 line memorial entry - parishioner	5%	£257	£283	£297	Exempt	£297	£297	Parishioner rate is set at 40% of non-Parishioner rate	
	8 line memorial entry - non parishioner	5%	£643	£707	£742	Exempt	£742	£742		
Full Coat of Arms	8 line memorial entry - parishioner	5%	£279	£307	£322	Exempt	£322	£322	Parishioner rate is set at 40% of non-Parishioner rate	
	8 line memorial entry - non parishioner	5%	£697	£767	£805	Exempt	£805	£805		
Benches	Commemorative Seats - parishioner/non parishioner (on Council land)	5%	£600	£660	£693	20%	£832	£832		
	Commemorative plaque on an existing bench (on Council land)	5%	£79	£83	£87	20%	£105	£105		
	Memorial Tree (on Council land)	5%	£210	£231	£243	20%	£291	£291		
Hire	The Meadows - commercial rate per day	10%	£180	£250	£275	Exempt	£275	£275		
	The Meadows - commercial rate half day	10%	£90	£125	£137.50	Exempt	£137.50	£137.50		

