

Human Resources & Facilities Fees & Charges 2014/15

	2013/14 Charge	2014/15 Charge	Increase/ (Decrease)	Increase/ (Decrease)
	£	£	£	%
Room prices				
<i>(per full or part hour, minimum reservation of 2 hours):</i>				
Main Hall	175.00	175.00	0.00	0.00
Assembly Room	110.00	110.00	0.00	0.00
Old Library	110.00	110.00	0.00	0.00
Long Room	75.00	75.00	0.00	0.00
Meeting Rooms	41.00	41.00	0.00	0.00
Day Delegate rate from (Per head per day)	30.00	Withdrawn		
Charity rate from	25.00	Withdrawn		
Gallery: Community & charitable exhibitions: per day plus 20% commission on all sales.	38.00	Withdrawn		
All other bookings: 09:00 - 18:00 Mon - Sat 10:00 - 16:00 Sun per day	150.00	Withdrawn		
Outside above times	72.00	Withdrawn		
Social Events 18:00 – 2359 hours with 1 hours clearance to 01:00 hours				
Main Hall	1,900.00	Withdrawn		
Assembly Room and/or Old Library	1,650.00	Withdrawn		
Assembly Only	1,320.00	Withdrawn		
Dinner Bookings 18:00 - 22.30 with 1 hours clearance to 23.30				
Main Hall	1320	Withdrawn		
Assembly Room	865	Withdrawn		
St Aldates	475	Withdrawn		
Sunday/BH Supplement				
Outside 10.00 - 16.00	15%	Withdrawn		
Discounts <i>(not accumulative, not applicable for Social Events and Gallery fees or Sunday/BH reservations):</i>				
Social Event Off - Peak Monday/Tuesday only	20%	Withdrawn		
Concessionary Meetings	50%	Withdrawn		
Preparation, Clearance or Rehearsal	50%	Withdrawn		
6 hours or more consecutive at the standard price	20%	Withdrawn		
Agency Commission room hire fees only to a max of	10%	10%	0.00	0.00
Civil Wedding Ceremony (2 hr booking)				
Main Hall	385	385	0.00	0.00
Assembly Room/Old Library	275	275	0.00	0.00
St Aldate's Room	215	215	0.00	0.00
Royalties - based on total box office sales,				
Classical Concerts	4.80%	4.80%	0.00	0.00
Pop Concerts	3%	3%	0.00	0.00
Variety Performances	2%	2%	0.00	0.00
All other events including music, films, video, DVD films or promotional events	9%	9%	0.00	0.00
Box Office minimum fee of £25 or 10% of sales whichever is greater	10%	Withdrawn		
Technical Facilities				
AV Equipment <i>(data/slide/overhead projector)</i>	25	25	0.00	0.00
Flipchart, pad & pens <i>(inc in DDR)</i>	14	14	0.00	0.00
Laptop computer (internal only)	50	50	0.00	0.00
Lectern – table	FOC	FOC		
Lectern – free standing	FOC	FOC		

	2013/14 Charge	2014/15 Charge	Increase/ (Decrease)	Increase/ (Decrease)
	£	£	£	%
Long Room a/v equipment	50	50	0.00	0.00
PA system (Main Hall)	60	60	0.00	0.00
Large Screen	50	50	0.00	0.00
Small pop up screen	25	25	0.00	0.00
Stage extension Small	45	45	0.00	0.00
Stage extension Large	85	85	0.00	0.00
Round table with linen cloth	12.5	12.5	0.00	0.00
Musical Equipment				
Organ – Events	100	100	0.00	0.00
Organ – rehearsal/practice (per hour)	12	12	0.00	0.00
Piano – events	70	70	0.00	0.00
Piano – rehearsal/practice (per hour)	12	12	0.00	0.00
License Holders & Door Supervisors				
TH Personal Licence holder	65	Withdrawn		
Door Supervisors (per hr per Supervisor) Variable from	15.5	At cost		
Internal Charges				
Meeting room hire Mon/Wed & Fri between 8.30am - 6pm	FOC	Withdrawn		
Meeting room Hire Tues & Thurs Between 8.30am & 9.30pm	FOC	Withdrawn		
Out side of the above hours - discount on commercial rate	50%	Withdrawn		
Event Room Hire all hours(conferences - exhibitions) discount on commercial rate	75%	Withdrawn		
Cancellation on meeting rooms less than 72hrs before booking or no show	20	50% of cost		
Cancellation on event rooms less than 14 days in advance, based on above quoted figure	50%	Withdrawn		
Catering Charges				
Kitchen Hire per head (minimum 100)	3	3	0.00	0.00
Servery Hire Only (per day)	60	60	0.00	0.00