

Corporate Property Fees & Charges 2025/26

	2024/25 Charge	2025/26 Charge	Increase/ (Decrease)	Increase/ (Decrease)
	£	£	£	%
Estate Management Fees and Charges				
Consents				
To Assignments and Subletting	1,000.00	1,000.00	0.00	0.00
Alteration of Lease terms or consent for alterations	900.00	900.00	0.00	0.00
If both an alteration and alienation	1,500.00	1,500.00	0.00	0.00
Admin fee for consent (in relation to restrictive covenants)	300.00	300.00	0.00	0.00
Administration fee for preparation of access licences and similar agreements (Minimum charge)	500.00	500.00	0.00	0.00
For work based on a time charge: Hourly Rate £100 / hour				
Town Hall Charges				
Room Charges - Commercial Rates				
<i>(Hourly rate shown. Bookings must be for a minimum of 2 hours)</i>				
Main Hall	330.00	400.00	70.00	21.21
Assembly Room	220.00	280.00	60.00	27.27
Old Library	220.00	280.00	60.00	27.27
New product: Assembly Room & Old Library (Both Rooms Together)	0.00	500.00	0.00	0.00
Long Room	110.00	125.00	15.00	13.64
St Aldates, Council Chamber, Court Room	75.00	85.00	10.00	13.33
Other Meeting Rooms	55.00	60.00	5.00	9.09
Room Charges - Community/Charity Rates				
<i>(Hourly rate shown. Bookings must be for a minimum of 2 hours and are for Monday to Wednesday)</i>				
Main Hall	165.00	200.00	35.00	21.21
Assembly Room	110.00	140.00	30.00	27.27
Old Library	110.00	140.00	30.00	27.27
New product: Assembly Room & Old Library (Both Rooms Together)	0.00	250.00	0.00	0.00
Long Room	55.00	65.00	10.00	18.18
St Aldates, Council Chamber, Court Room	37.50	45.00	7.50	20.00
Other Meeting Rooms	27.50	35.00	7.50	27.27
Social Events Packages				
Civil Ceremonies (Inclusive of VAT) - Off Peak (Mon-Thurs)				
<i>(Monday to Thursday) Based on 2 hours room hire, with one hour prior to the ceremony start time and one hour after)</i>				
Main Hall	1,100.00	1,100.00	0.00	0.00
Assembly Room/Old Library	900.00	900.00	0.00	0.00
Court Room	700.00	700.00	0.00	0.00
St Aldate's Room	500.00	500.00	0.00	0.00
Civil Ceremonies (Inclusive of VAT) - Peak (Fri-Sun)				
<i>(Friday to Sunday) Based on 2 hours room hire, with one hour prior to the ceremony start time and one hour after)</i>				
New product: Main Hall	0.00	2,000.00	0.00	0.00
New product: Assembly Room/Old Library	0.00	1,500.00	0.00	0.00
New product: Court Room	0.00	840.00	0.00	0.00
New product: St Aldate's Room	0.00	720.00	0.00	0.00

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Wedding Packages				
<i>Price includes room hire, our chairs and tables and exclusive wedding hire (i.e. no other weddings to take place in other spaces). Evening Hire for reception only, with timings to suit client and TH Team. Security costs are on top of this. Based on 12 hour hire</i>				
Wedding Reception in Assembly Room or Old Library	3,000.00	3,500.00	500.00	16.67
Wedding Reception in Assembly Room and Old Library	3,500.00	4,000.00	500.00	14.29
Wedding Reception in Main Hall	4,500.00	5,000.00	500.00	11.11
Wedding Reception in Main Hall, Assembly Room and Old Library	5,000.00	7,000.00	2,000.00	40.00
Wedding Ceremony followed by Wedding Reception using Old Library, Assembly Room and Main Hall (and other rooms)	6,000.00	7,500.00	1,500.00	25.00
Corporate Event Packages				
Concert Package (without bar based on 12 hour hire)	3,500.00	4,000.00	500.00	14.29
New product: Concert Package (with bar based on 12 hour hire)	0.00	4,500.00	0.00	0.00
<i>Packages below to include room and screen)</i>				
Full day meeting	300.00	400.00	100.00	33.33
Half day meeting	200.00	250.00	50.00	25.00
<i>Packages below to include 12 hour hire, use of our chairs and tables</i>				
Exclusive use of First Floor	8,000.00	8,000.00	0.00	0.00
Exclusive use of First Floor (Day 2 of hire)	7,000.00	7,000.00	0.00	0.00
Exclusive use of First Floor (Day 3 of hire)	6,000.00	6,000.00	0.00	0.00
Exclusive use of First Floor (Day 4 of hire)	5,000.00	5,000.00	0.00	0.00
Discounts				
Preparation, Clearance or Rehearsal				
4 hours or more consecutive at the standard price				
Agency Commission room hire fees (maximum)	0.15	0.15	0.00	0.00
Tues & Thurs Free Community Use (meeting rooms) 18:00-21:00	Free	Free	0.00	0.00
New product: overnight room hold for storage (up to 10am the following day)	0.00	0.50	0.00	0.00
Royalties - based on total box office sales,				
Classical Concerts	0.05	0.05	0.00	0.00
Pop Concerts	0.03	0.03	0.00	0.00
Variety Performances	0.02	0.02	0.00	0.00
All other events including music, films, video, DVD films or promotional events	0.09	0.09	0.00	0.00
Box Office				
Minimum fee of £25 or 10% of sales (whichever is greater)				
Technical Facilities				
Stage extension - Small	500.00	500.00	0.00	0.00
Stage extension - Large	500.00	500.00	0.00	0.00
Musical Equipment				
Organ – Events	110.00	110.00	0.00	0.00
Organ – rehearsal/practice (per hour)	13.50	13.50	0.00	0.00
Piano – events	100.00	110.00	10.00	10.00
Piano – rehearsal/practice (per hour)	13.50	13.50	0.00	0.00
License Holders & Door Supervisors				
Door Supervisors (per hr per Supervisor)	At Cost	At Cost		

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Internal Charges				
Small meeting room hire Mon-Fri	Free	Free	0.00	0.00
Cancellation less than 72 hrs before	50.00	50.00	0.00	0.00
Non attendance	100.00	100.00	0.00	0.00
Data Projector	50.00	50.00	0.00	0.00
Main Hall Projector & Screen	150.00	150.00	0.00	0.00
Flipchart, pad & pens	15.00	15.00	0.00	0.00
PA system (Main Hall)	100.00	100.00	0.00	0.00
Large Screen	55.00	55.00	0.00	0.00
Small pop up screen	27.50	27.50	0.00	0.00
Catering Charges				
Kitchen Hire per head (minimum 100)	6.00	6.00	0.00	0.00
Servery Hire Only (per day)	80.00	80.00	0.00	0.00

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