

CHIPPENHAM TOWN COUNCIL - Fees & Charges 2022/23

GENERAL INFORMATION (Neeld, Town Hall and Museum)

Corporate is defined as commercial use, i.e., businesses that make a profit.

Community is defined as Registered Charities, not for profit and voluntary organisations and privately run functions such as weddings, civil partnerships, wakes, naming ceremonies and birthday parties.

Weekend rates apply to Saturday and Sunday. Evening rates apply after 5pm.

Bank Holiday rates and unusual hours can be negotiated with the Bookings Coordinator.

There is a minimum rental period of 2 hours.

A charge will be made for Music Copyright if a booking falls within the criteria.

The Venues / Museum Manager is authorised to negotiate with corporate clients.

Community clients seeking financial assistance should be referred to the Head of Finance who will advise them on the procedure for grants and donations from the Town Council.

The Town Council reserve the right to require a damage deposit bond as a condition of letting and charge for SIA registered doormen if deemed necessary.

The following equipment is available for use with the room booking at no charge:

Projector, Screen, Laptop and Hearing Loop system

The Chief Executive has delegated authority to consider requests from community groups for subsidised room rates.

Policy on cancellation and deposit refund for all hires

Over 3 calendar months

100% Refund of deposit

From 3 clear months to one month

No refund of deposit and 50% of charge to be paid

One month to 2 weeks' notice

No refund of deposit and 75% of charge to be paid

Less than 2 weeks' notice

No refund of deposit and all charges to be paid

Terms and Conditions will be provided and explained at the time of booking.

TOWN HALL

Minimum Hire- 2 hours

2021/22

2022/23

Community Use

Per hour

Per hour

Main Hall + Bar Area

Weekdays	daytime	til 5pm	£39	£41
	evening	til midnight	£48	£50
		after midnight	£68	£71
Weekends	day and evening		£51	£53
		after midnight	£68	£71

Corporate Use

Main Hall + Bar Area

Weekdays	daytime	til 5pm	£56	£59
	evening	til midnight	£67	£70
		after midnight	£94	£99
Weekends	day and evening		£72	£76
		after midnight	£94	£99

SYNDICATE ROOMS

Community Use

Minimum Hire- 2 hours

Weekdays	daytime	til 5pm	£16	£17
	evening	til 10pm	£19	£20
Weekends	daytime	til 5pm	£25	£26
	evening	til 10pm	£30	£31

Corporate Use

Weekdays	daytime		£25	£26
	evening		£29	£30
Weekends	daytime		£31	£33
	evening		£37	£39

NEELD COMMUNITY AND ARTS CENTRE

				2021/22	2022/23
Community Use	Weekdays	daytime	til 5pm	£39	£41
		evening	til midnight	£48	£50
			after midnight	£68	£71
	Weekends	day and evening		£51	£53
		after midnight	£68	£71	
Corporate Use	Weekdays	daytime	til 5pm	£56	£59
		evening	til midnight	£67	£70
			after midnight	£94	£99
	Weekends	day and evening		£72	£76
			after midnight	£94	£99

ADDITIONAL CHARGES

Kitchen Hire (per hall booking)		£57	£60
Tea, coffee, and biscuits (per person)		£3	£3
Tea and coffee (per person)		£2	£2
Tablecloth hire (each)		£8	£8
Wedding/Civil Partnership Ceremony		£148	£155
Naming Ceremony Charge		£148	£155
PA hire		£23	£24
SIA Doormen	Per hour	£26	£27
Additional Cleaning Charge from		£68	£71
Flip Chart and pens		£9	£10

A charge of £19 per member of staff per hour will be charged for events it is necessary to have additional staff cover.

Music Copyright This will be re-charged at the applicable rate.

CHIPPENHAM MUSEUM

FEES & CHARGES

Activities

All activities are dependent on the availability of staff.

Formal Schools/College Education

Workshops / talks in museum or place of education by museum staff

All prices per student

			2021/22	2022/23
Students (per pupil)	Band 1	Civic Area	FREE	FREE
	Band 2	Collection Area/N Wilts **	£2.00	£2.00
	Band 3	Other Areas **	£3.25	£3.25

Formal Group or Society Education

Lectures/talks in museum or meeting place by museum staff

All prices per group.

Group rate	All bands as above	X	£35
	Council owned day care centres & homes Chippenham based charities	X	FREE

** = Travel charged at nationally agreed rate per mile.

Informal sessions for all ages -

Children- all prices per child

Discovery time with under 5's (no VAT charged)	£1.50	£1.50
Holiday Activities (no VAT charged)	£2.00/	£2.00/
This charge is dependent on the activity and materials used. Prices will be advertised in advance of session.	£10.00	£10.00

Adults- all prices per adult

To be costed dependent on cost of materials/session lead

Prices will be advertised in advance of session.

Room Hire

Education Room Hire -per hour.

Weekday and Weekend 9 am to 10 pm - Minimum booking 2 hours

	2021/22	2022/23
Civic Area Schools	FREE	FREE
Other School use -	£15.50	£16.50
Community use -	£16.50	£17.50
Corporate use -	£21.50	£22.50

Yelde Hall Hire - per hour

Weekday and Weekend 9 am to 11 pm - Minimum booking 3 hours

Community Use

Weekdays/Weekends	daytime - 6pm	£33	£33
Weekdays/evening	6pm -11pm	£33	£33

Corporate Use

Weekdays/Weekend	daytime- 6pm	£66	£66
Weekdays/evening	6pm- 11pm	£66	£66

The following equipment is available for use with the room booking: Projector and screen, chairs, and tables. Teas and coffees supplied on request.

Policy on cancellation and deposit refund for all hires

Over 3 calendar months	100% Refund of deposit
From 3 clear months to one month	No refund of deposit and 50% of charge to be paid
One month to 2 weeks' notice	No refund of deposit and 75% of charge to be paid
Less than 2 weeks' notice	No refund of deposit and all charges to be paid

Terms and Conditions will be provided and explained at the time of booking.