

Chippenham Museum

The 2026-2027 Fees and Charges have been prepared after comparative charges have been checked against similar providers. All charges are inclusive of VAT where appropriate.

General information:

- *Corporate is defined as commercial use, i.e businesses that make a profit.*
- *Community is defined as registered charities, not for profit, voluntary organisations and privately run functions such as weddings, civil partnerships, wakes, naming ceremonies and birthday parties.*
- *Weekend rates apply to Saturdays and Sundays*
- *Evening rates apply after 5pm.*
- *Bank holiday rates and unusual hours can be negotiated with the booking coordinator.*
- *There is a minimum rental period of two hours.*
- *A charge will be made for PRS/PPL if a booking falls within the criteria*
- *The Head of Museum & Heritage Services is authorised to negotiate with corporate clients.*
- *Community clients seeking financial assistance should be referred to the Town Councils community donations scheme.*
- *The Town council reserve the right to require a damage deposit as a condition of letting and to charge for SIA registered personnel if deemed necessary.*
- *The following equipment is available for use with the room booking at no extra charge: Projector, screen, tables and chairs.*
- *The Chief Executive has delegated authority to consider requests for subsidised room rates from community groups.*
- *Policy on cancellation and deposit refund for all hires*
 - *Over three calendar months notice - 100% refund of deposit*
 - *From clear three months to one month notice - No refund of deposit and 50% charge to be paid*
 - *One month to two weeks notice - No refund of deposit and 75% charge to be paid*
 - *Less than two weeks notice - No refund and all charges to be paid*

Terms and conditions will be provided and explained at the time of the booking

CHIPPENHAM TOWN COUNCIL - FEES AND CHARGES 2026/27

Group Workshops/Lectures/Schools -Led by a member of staff- Inside /outside museum.

**Travel added for outside museum charged at nationally agreed rate per mile*

Schools, Colleges non -profit making community groups & local community care or retirement groups	Band 1	Civic Area	Per session	FREE
Societies, interest groups, private care or retirement groups			Per session	£36.50
Schools & Colleges	Band 2	Collection area/N Wilts	Per pupil	£3.20- *plus travel
Societies, homes, & interest groups			Per session	£36.50 - * plus travel
Schools & Colleges	Band 3	Other Areas **	Per pupil	£4.35 *plus travel
Societies & interest groups			Per session	£36.50 *plus travel

Informal Children's Learning Sessions

All Activities (no VAT)			£0 - £12.00
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CHIPPENHAM TOWN COUNCIL - FEES AND CHARGES 2026/27

This charge is dependent on the activity and materials used and will be advertised in advance of the session

Education Room Hire *(Monday-Friday 9am to 5pm - minimum booking 2 hours)*

Saturday, Sunday, and evening rates available on request as bookings are dependent on availability.

Civic Area Schools			Free
Other school use	per hour		£19.00
Community Use	per hour		£20.00
Corporate use	per hour		£26.00

Yelde Hall *Mondays-Friday, 9am to 5pm*

Saturday, Sunday and evening rates available on request

Community use	per half day (9am-1pm or 1pm-5pm)	£32.00
	Weekly rate	£268.00
	Community Exhibitions with works for sale.	25% commission on sales/or weekly rate as above.
Corporate use	per half day (9am-1pm or 1pm-5pm)	£43.00
	Weekly rate	£321.00