

ST IVES TOWN COUNCIL
SCALE OF CHARGES 2024-25

Prices below to be applicable from 1st April 2024. All prices in relation to The Guildhall are subject to VAT at 20% but shown excluding VAT.

Discounts of 20% are awarded to CIC's & Registered Charities for Hall or Room hires,
This discount is also available to frequent bookers (6 or more sessions).

Description	Scale of Charges 24-25			Scale of Charges 23-24			
	Standard 24-25	Concessionary 24-25		Standard 23-24	Concessionary 23-24		
Hall Hire - General							
	£			£			
Morning (9am-1pm) or Afternoon Session (1pm-5pm)		HALL CLOSED	Hire charge figures at The Guildhall are all exclusive of VAT.		Hall hire discounts apply		
Monday - Friday				£110			
Weekends (50% surcharge)				£165			
Evening (5pm to Midnight)							
Monday - Friday				£340			
Weekends (50% surcharge)				£510			
All Day (9am to Midnight)							
Monday - Friday				£500			
Weekends (50% surcharge)				£750			
Additional hours (hourly rate)							
Monday - Friday (9am-5pm)				£50			
Out of office hours (above)				£75			
Hourly rate after Midnight				£120			
Bar				£200			
Kitchen use for teas & coffees for occasional users				FREE			
Kitchen other hires - Use of Kitchen & Crockery				£135	Hire charge figures at The Guildhall are all exclusive of VAT.		
Deposit for use of Hall/Kitchen /Crockery (Refundable)				£215			
Security will be required for gatherings of over 50 people, this is at the hirer's expense.							
Hall Hire - Markets - 8am to 4pm							
		HALL CLOSED	Room hire discounts apply			Hall hire discounts apply	
With tables set up (use of the kitchen area, limited parking)				£250			
Room Hire - Guildhall rooms (Council Chamber, Committee Room, Mayor's Parlour)							
Upper Rooms							
Morning (9am-1pm) or Afternoon Session (1pm-5pm) -	£60	Room hire discounts apply				£55	Room hire discounts apply
Evening 5pm to 9pm	£120					£110	
Hourly during office hours (Mon-Fri 0900-1700)	£16.50					N/A	
Per hour after 9pm (following previous booking)	£45					£35	
Use of AV equipment (including set up)	£15					£10	
Pre-Application meetings (including AV equipment & set up)	£85					£62.50	
Surcharge for retaining overnight use of room	£25					N/A	
Projector & projector screen or flipchart, etc	£5					N/A	
					£15		
Refreshments							
Includes use of hot water urn & crockery available	£12				£10		
With tea, coffee & milk provided (cost per head)	£2.75				£2.50		
Weddings and Blessings							
A separate document of Wedding & Blessing charges is available							

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Description	Scale of Charges 24-25	
	Standard 24-25	Concessionary 24-25
Library & Information Service Charges		
	£	Room hire discounts apply
Hire of Greta Williams Community Room (Open Space for Community Groups/Classes/Activities/Exhibitions)		
Monday - Saturday (9:30am-4:30pm) - Per Hour	£16.50	
Out of Opening hours	£35	
Hire of private meeting room/workspace (office) per hour		
Monday - Saturday (9:30am-4:30pm)	£16.50	
Surcharge for retaining overnight use of room	£25	
Friends of St Ives Library & Community Partners (Police, CAB, etc)	FREE	FREE
Refreshments		
Includes use of hot water urn & crockery available	£12	
With tea, coffee & milk provided (cost per head)	£2.75	
Commission rate for art displayed by agreement with artists	30% of sales	
Left Luggage (per item)	£6	
Advertising - Print		
<i>Charity & CIC</i>		
A4 wall display - per week	£1.20	
A4 wall display - per year	£55	
A3 wall display - per week	£1.75	
A3 wall display - per year	£80.00	
<i>Business</i>		
A4 wall display - per week	£2.75	
A4 wall display - per year	£130	
A3 wall display - per week	£4	
A3 wall display - per year	£220	
Advertising - Digital/TV		
<i>Charity/CIC/Not for profit/Community</i>		
Digital Advert (TV screen) - per month	£10	
Digital Advert (TV screen) - 3 months	£25	
Digital Advert (TV screen) - per year	£65	
Premium Annual Package (Digital ad/wall display,social media support)	£110	
<i>Business</i>		
Digital Advert (TV screen) - per month	£19	
Digital Advert (TV screen) - 3 months	£45	
Digital Advert (TV screen) - per year	£100	
Premium Annual Package (Digital ad/wall display,social media support)	£250	
Creation of artwork for digital advert (exclVAT)	£22	
Printing from any source	Amalganated below	
Black and white per sheet		
Colour per sheet		
Printing & Photocopying		
A4 black and white per sheet	30 pence	
A3 black and white per sheet	35 pence	
A4 colour per sheet	85 pence	
A3 colour per sheet	£1.35	
Scan to email - A4 (capped at £20 - maximum 40 pages)	50p per page	

Scale of Charges 23-24		
Standard 23-24	Concessionary 23-24	
£	Room hire discounts apply	
£15		
£30		
£15		
£20		
FREE		FREE
£10		
£2.50		
30% of sales		
£6		
£1		
£45		
£1.50		
£67.50		
£2.50		
£115		
£3.75		
£199		
£10		
£25		
£65		
£17		
£40		
£90		
£18		
15 pence		
75 pence		
20 pence		
30 pence		
75 pence		
£1.25		
50p per page		

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Description	Scale of Charges 24-25	
	Standard 24-25	Concessionary 24-25
Island Centre		
	£	
Hourly rate	£16.50	Room hire discounts apply
Session rate morning 9.00-1.00 or afternoon 1.00-5.00pm	£60	
Surcharge for retaining overnight use of room	£25	
Island Centre Storage (per month)	£30	
Open access youth activities	FREE	FREE
Allotments		
Full plot per year	£104	
Two thirds size plot per year	£65	
Half plot per year	£46	
One third size plot per year	£33	
Memorial Benches		
Costs for new recycled bench on new with single plaque (incl installation & maintenance over 10 years)	£1,767	Net of VAT
Costs for new plaque on refurbished/existing bench (incl installation & maintenance over 10 years)	£915	
Plaque replacement (incl installation)	£85	
Public Spaces Protection Order Charges		
Boat trip ticket sellers - Costs for administration, print and provision of ID licences	£100	Covers the first 6 ID licences
Every subsequent ID licence, including lost or updated cards	£15	
Hair Braiding & Henna Tattooing - Costs for administration, print and provision of ID licences	£75	
Public Conveniences		
Use of chargeable public convenience	40 pence	
Public Conveniences - Advertising		
Costs for print, installation and take down per poster	£2.50	Net of VAT
Daily rate per poster	£1	
Weekly charge per poster	£6	
Certify or Witness an Official Document		
Town Clerk to Certify or Witness an Official Document	£15.00	Net of VAT

Scale of Charges 23-24	
Standard 23-24	Concessionary 23-24
£	Room hire discounts apply
£15	
£55	
£20	
N/A	
FREE	FREE
£77	
£55	
£39	
£28	
£1,767	Net of VAT
£915	
£85	
£2.50	Net of VAT
£1	
£6	
£12.50	Net of VAT