

OVERNIGHT HIRE CHARGES – 1 JANUARY TO 31 DECEMBER 2012

These notes are for guidance only.

Each application for overnight hiring, is evaluated on an individual basis and Colchester and Ipswich Museums reserves the right to amend or refuse applications.

Health and Safety is of paramount importance and all associated health and safety requirements and appropriate insurances will need to be met in full by the hirer.

Colchester and Ipswich Museums are open to the public until 5.00 pm. Overnight hirings are likely to be available from after 5.00 pm and before 9.00 am, subject to the terms and conditions of the hire.

Please telephone Lynette Burgess on 01206 506424 or email lynette.burgess@colchester.gov.uk to discuss your requirements in more detail.

As a guide, an overnight hire will be subject to the following charges. These charges include VAT at current rate of 20% where applicable.

Overnight Hire	Cost	VAT Indicator
Facility Fee (applicable to all overnight hires), plus appropriate Hire and Specialist Support fees below	£205.00 per hour/part of hour	Exempt
Hire 5.00 pm to 11.00 pm	£45.00 per hour/part of hour	Exempt
Hire 11.00 pm to 8.00 am	£90.00 per hour/part of hour	Exempt
Specialist Support 5.00 pm to 11.00 pm	£70.00 per hour/part of hour	VAT able
Specialist Support 11.00 pm to 8.00 am	£140.00 per hour/part of hour	VAT able

In all cases the facility fee plus appropriate hire and specialist support fees will be applicable and will vary according to each particular hire and its requirements, for example the number of museum staff required, access to objects, etc.