

VENUE HIRE CHARGES – 1 JANUARY TO 31 DECEMBER 2012

The following are standard charges for hiring rooms in Colchester and Ipswich Museums. For further information, to discuss your requirements or to arrange room viewings/bookings please contact the appropriate person:

Colchester locations – Jo Besant, Information and Booking Officer, telephone 01206 282937 or e-mail bookings.information@colchester.gov.uk.

Ipswich locations – Saskia Stent, Duty Officer, telephone 01473 433554 or email saskia.stent@colchester.gov.uk.

Charges below include VAT at current rate of 20% where appropriate.

Colchester Locations		
Charles Gray Room, Colchester Castle, Colchester	Cost	VAT Indicator
Half-day Meeting up to 60 people	£150.00	Exempt
Full day Meeting 10.00 am to 4.30 pm up to 60 people	£300.00	Exempt
Meeting Concessionary Rate (charities/associated bodies, CAG, etc) up to 60 people	£80.00	Exempt
Refreshments per person (tea/coffee and biscuits)	£2.60	VAT able
Full hire Monday to Thursday 6.00 pm to 11.00 pm up to 100 people	£650.00	Exempt
Full hire Monday to Thursday 6.00 pm to 11.00 pm up to 150 people	£1,000.00	Exempt
Full hire Monday to Thursday 6.00 pm to 11.00 pm up to 200 people	£1,500.00	Exempt
Full hire Friday to Sunday 6.00 pm to 11.00 pm up to 100 people	£750.00	Exempt
Full hire Friday to Sunday 6.00 pm to 11.00 pm up to 150 people	£1,100.00	Exempt
Full hire Friday to Sunday 6.00 pm to 11.00 pm up to 200 people	£1,600.00	Exempt
Refreshments per person (tea/coffee and biscuits)	£2.60	VAT able
Old Library, Hollytrees Museum, Colchester and Natural History Museum, Colchester	Cost	VAT Indicator
Half-day Meeting up to 20 people	£110.00	Exempt
Full day Meeting 10.00 am to 4.30 pm up to 20 people	£220.00	Exempt
Meeting Concessionary Rate (charities/associated bodies, CAG, etc) up to 20 people	£80.00	Exempt
Refreshments per person (tea/coffee and biscuits)	£2.60	VAT able
Full hire Monday to Thursday 6.00 pm to 11.00 pm up to 100 people	£650.00	Exempt
Full hire Friday to Sunday 6.00 pm to 11.00 pm up to 100 people	£750.00	Exempt
Refreshments per person (tea/coffee and biscuits)	£2.60	VAT able

continued overleaf

Ipswich Locations		
Lower Tudor Room, Christchurch Mansion, Ipswich	Cost	VAT Indicator
Half-day Meeting up to 45 people	£110.00	Exempt
Full day Meeting 10.00 am to 4.30 pm up to 45 people	£220.00	Exempt
Meeting Concessionary Rate (charities/associated bodies, CAG, etc) up to 45 people	£80.00	Exempt
Refreshments per person (tea/coffee and biscuits)	£2.60	VAT able
Wolsey Art Gallery, Christchurch Mansion, Ipswich	Cost	VAT Indicator
Evening Lecture 6.00 pm to 9.00 pm Up to 90 people	£350.00	Exempt
Refreshments per person (tea/coffee and biscuits)	£2.60	VAT able
Christchurch Mansion, Ipswich (not Weddings)	Cost	VAT Indicator
Evening Receptions and Corporate Hires of Grand Hall, China Room, Victorian Kitchen plus Lower Tudor Room 5.00 pm to 11.00 pm 60 to 150 people	£1,250.00	Exempt
Evening Receptions and Corporate Hires of Grand Hall, China Room, Victorian Kitchen and Lower Tudor Room plus Wolsey Art Gallery 5.00 pm to 11.00 pm 60 to 150 people	£1,450.00	Exempt
Evening Receptions and Corporate Hires of Grand Hall, China Room, Victorian Kitchen and Lower Tudor Room, Wolsey Art Gallery plus First Floor 5.00 pm to 11.00 pm 60 to 150 people	£1,725.00	Exempt
Evening Event – Concessionary/Charitable Rate 5.00 pm to 10.00 pm 60 to 150 people	£550.00	Exempt
Refreshments per person (tea/coffee and biscuits)	£2.60	VAT able
Education Room, High Street Museum, Ipswich	Cost	VAT Indicator
Half-day Meeting up to 45 people	£120.00	Exempt
Full day Meeting 10.00 am to 4.30 pm up to 45 people	£240.00	Exempt
Meeting Concessionary Rate (charities/associated bodies, CAG, etc) up to 45 people	£80.00	Exempt
Refreshments per person (tea/coffee and biscuits)	£2.60	VAT able
Ipswich Art School, Ipswich	Cost	VAT Indicator
Evening Event – 5.00 pm to 10.00 pm Up to 100 people	£120.00 per hour	Exempt
Extras: one member of staff (applicable to all Art School hirings)	£30.00 per hour	VAT able

Ipswich Locations (continued)		
Town Hall, Ipswich	Cost	VAT Indicator
Half day Council Chamber Up to 200 people	£220.00	Exempt
Full day Council Chamber 10.00 am to 4.30 pm Up to 200 people	£440.00	Exempt
Evening Event Council Chamber 5.00 pm to midnight Includes two members of staff Up to 200 people	£865.00	Exempt
Evening Event Council Chamber 5.00 pm to midnight plus each additional hour after midnight	£125.00 per hour	Exempt
Evening Event Council Chamber 5.00 pm to midnight plus additional staff costs per person per hour after midnight	£30.00 per person per hour	Exempt
Additional charges to a third party for hire of Kitchen, Technical set up for PA system, Radio Mic, Plasma TV, DVD Player, CD Player.	Quotes on request	
Refreshments per person (tea/coffee and biscuits)	£2.60	VAT able

VENUE HIRE CONDITIONS:

A 50% non-refundable deposit is required in advance.

Colchester and Ipswich Museum Service reserves the right to charge a fee for late cancellations.

In winter there is an additional cost for park gate security at Christchurch Mansion. Please ask for details.