

FEES AND CHARGES FOR THE YEAR 2018

Learning

Sessions for schools at Hertford Museum (minimum 20 children)		
	Post codes SG13&SG14	£1.50 per child
	All other postcodes	£2.50 per child
Outreach sessions (at the school)		£60 per session
Loan boxes		£20 - 1 week loan £50 - 3 week loan
WWI Boxes, two boxes		£75 - 3 week loan
Museum Talks for Adults		from £60 per session
Town guided walks		£2 per person
Reminiscence sessions		<i>tba</i>

Venue Hire

The Andrews Room		
	Commercial rate: daytime (9am-5pm)	£15 per hour
	Commercial rate: evening (5pm to 10pm)	£28 per hour
	Charity rate: daytime (9am-5pm)	£15 per hour
	Charity rate: evening (5pm to 10pm)	£28 per hour
The Resource Room		
	Daytime (9am-5pm)	£15 per hour
Equipment hire (laptop, projector)		£20 per session
Refreshments	Tea & coffee	£1.50 per person
	Tea & coffee, cordial, biscuits	£2.50 per person

Exhibition Hire*

Exhibition on loan, 4 week minimum period	£25 per week
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*Excluding Alfred Russell Wallace Exhibition. Charges for this exhibition on request.

Children's parties

Party package (up to 15 children)	£195
Additional child	£15
Themed party bag, each	£3
Themed cakes, from	£25

Oral History Training

Oral History course at Hertford Museum	£300
Refreshments (per person)	£2.50
Oral History at customer premises	£300
<i>Plus travel expenses</i>	

Archaeological Depositions

Small finds box	£100
Bulk finds box	£100
Large unboxed object	£100
Documentary Archive box	£100
Roll of documents/ drawings	£100

Enquiry charges

Up to an hour of staff time	free
Hourly rate after that	£15

Photocopying charges

Black and white copies	
A4	10p
A3	25p
Colour copies	
A4	50p
A3	£1

Image Charges

Books		
	Local registered charity/local history group	Free
Inner page:	Print run up to 4000 copies	£60
	Print run over to 4000 copies	£100
Cover:	Print run up 4000 copies	£200
	Print run over 4000 copies	£300
Newspapers		
	Regional newspaper:	£20
	National newspaper:	£60
Magazines		
Inner page:	Local magazine	£20
	National / International magazine	£50
Cover:	Local magazine	£60
	National / International magazine	£150
Television		
	Local broadcast	£40
	Single country broadcast	£75
	World broadcast	£150
	10 year buyout (for DVD, Blu-Ray and direct pay per view use)	£300
Commercial web and social media use		
	East Herts based Social Media use (up to 3 uses)	£15
	Non East Herts based Social Media use (up to 3 uses)	£30
	East Herts based business website or blog:	£75
	Non-East Herts based business website or blog:	£150
Physical Prints for display at business premises		
	A3 print	£40
	A4 print	£30
	A5 print	£20
Photography and scanning charges*		
	Scanning	£15
	In-house photography	£30

** All fees are per work to be digitised. Discounts may be given where multiple works need to be scanned or photographed External photographers may be used if we do not have sufficient staff or equipment to photograph the work in question. Fees for external photographers will be negotiated on a case by case basis.*