

HERITAGE & CULTURE*(The charges below are subject to VAT)*

	2022/23 Charge	2023/24 Charge
<u>Theatre Hire:</u>		
<u>With Stage & Dressing Rooms as Equipped</u>		
<u>Full Theatre: 602 Seats</u>		
Per day with one performance - week days Commercial Hire	£1,836 (£1,530 + VAT)	£1,908 (£1,590 + VAT)
Per day with one performance - weekends Commercial Hire	£2,448 (£2,040 + VAT)	£2,544 (£2,120 + VAT)
Per day with two performances - weekdays Commercial Hire	£3,366 (£2,805 + VAT)	£3,498 (£2,915 + VAT)
Per day with two performances - weekends Commercial Hire	£3,978 (£3,315 + VAT)	£4140 (£3,450 + VAT)
Week Hire: Monday-Saturday	£11,322 (£9,435 + VAT)	£11,772 (£9,810 + VAT)

Non-Profit Making/Charity/Local		
Available all year Monday-Friday + off-peak weekends (at our discretion but excluding autumn)		
Current Stalls - only hirers to be phased into new pricing structure over two years		
There is also an element of flexibility built into the fees and charges for non-profit making bodies, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.		
Per day with one performance - weekdays Non Profit Making/Charity/Voluntary	£1,260 (£1,050 + VAT)	£1,284 (£1,070 + VAT)
Per day with one performance - weekends Non Profit Making/Charity/Voluntary	£1,860 (£1,550 + VAT)	£1,896 (£1,580 + VAT)
Per day with two performances - weekdays Non Profit Making/Charity/Voluntary	£1,920 (£1,600 + VAT)	£1,956 (£1,630 + VAT)
Per day with two performances - weekends Non Profit Making/Charity/Voluntary	£2,520 (£2,100 + VAT)	£2,568 (£2,140 + VAT)
Conference: Full Theatre (Staffing, technical equipment and catering costs on application)	£2,520 (£2,100 + VAT)	£2,568 (£2,140 + VAT)

Theatre Hire : Supplementary Charges Per Hour		
(not including staffing)		
Technical/Dress: Commercial Hires	£94.20 (£78.50 + VAT)	£94.20 (£81.50 + VAT)
Non Profit Making/Charity/Voluntary	£79.80 (£66.50 + VAT)	£80.40 (£67.00 + VAT)
General Rehearsals: (No lights) Commercial Hires	£79.80 (£66.50 + VAT)	£82.80 (£69.00 + VAT)
Non Profit Making/Charity/Voluntary	£67.20 (£56.00 + VAT)	£67.80 (£56.50 + VAT)
Get In/Fit Up/Get Out Commercial Hires	£27.00 (£22.50 + VAT)	£28.20 (£23.50 + VAT)
Non Profit Making/Charity/Voluntary	£23.40 (£19.50 + VAT)	£24.00 (£20.00 + VAT)

Staffing Recharges: per hour		
Technical Manager - weekdays*	£42.00 (£35.00 + VAT)	£42.00 (£35.00 + VAT)
Technical Manager - weekends**	£48.00 (£40.00 + VAT)	£48.00 (£40.00 + VAT)
Technical Officer - weekdays*	£32.40 (£27.00 + VAT)	£32.40 (£27.00 + VAT)
Technical Officer - weekends**	£37.20 (£31.00 + VAT)	£37.20 (£31.00 + VAT)
Technical Assistant - weekdays*	£22.80 (£19.00 + VAT)	£22.80 (£19.00 + VAT)
Technical Assistant - weekends**	£27.60 (£23.00 + VAT)	£27.60 (£23.00 + VAT)
* Plus 20% on all rates for hours worked between 23:30 and 06:00 hours		
** Plus 20% on all rates for hours worked between 23:30 and 06:00 hours and plus 100% for all Bank Holiday working and 120% on all rates for hours worked on Bank Holidays between 23:30 and 06:00 hours		
Ticket Handling Fee		
Per Ticket - applicable to all professional productions	£1.50 (£1.25 + VAT)	£1.50 (£1.25 + VAT)
Per Ticket - applicable to all amateur productions, dependent on overall ticket price	50p - £1.50 (41.67p - £1.25 + VAT)	50p - £1.50 (41.67p - £1.25 + VAT)
Palace Membership Scheme		
(Charges not subject to VAT)		
Single membership	£11.00	£11.00
Couple's membership	£18.00	£18.50
Junior membership	£8.00	£8.00
Family membership	£30.00	£30.00

National Civil War Centre – Newark Museum			
Proposed Ticket Types	Notes	2022/23 Charge	2023/24 Charge
Day Tickets			
Adult	Ability to offer promotional discounts and flexible pricing to target specific audiences, promote specific events or encourage and increase local footfall and site awareness	£8.00	£8.00
Concession		£7.00	£7.00
Children 5-16		£4.00	£4.00
Children under 5		Free	Free
Family (up to 5)		£20.00	£20.00
Annual Pass - Adult		£15.95	£15.95
Annual Pass - Concession		£13.95	£13.95
Annual Pass - Children		£7.95	£7.95

Groups			
Group Visit (10 or more paying)	Flexibility for further discount to large groups and commercial operators in order to encourage larger and repeat bookings and capture a growth market	10% discount	10% discount
After-hours Evening Guided Visit: Minimum of 15 persons, must be booked at least four weeks in advance	90 min visit between the hours of 5pm and 9pm.	£15/head £2 discount for all partner organisations (EH, Art Fund, etc.)	£15/head £2 discount for all partner organisations (EH, Art Fund, etc.)
Object Handling Session (on top of day group rate) This is for groups who are looking for a hands-on experience.		£5/head , min 10, max per session 20	£5/head , min 10, max per session 20
Volunteer-led Town/Civil War Tour		£5 adult, £3 child	£5 adult, £3 child
Commercial: Town Tour	All to NSDC	£6/head	£6/head
Commercial: Castle Tour	£4 to go to the castle, £2 to NCWC	£6/head	£6/head
Commercial: Church Tour	£4 to go to the church, £2 to NCWC	£6/head	£6/head
Coach Parking @ Lorry Park	FOC	FOC	FOC

Miscellaneous Charges

(Charges subject to VAT, unless otherwise stated)

	Notes	2022/23 Charge	2023/24 Charge
After Dinner speaking	Original rate set to raise awareness of NCWC in opening year. Benchmarked against other history experts/speakers	£192 plus travel expenses (£160 + VAT)	£198 plus travel expenses (£165 + VAT)

<p>Room Hire</p>	<p>AV Equipment included (projector, screen and lectern).</p> <p>There is an element of flexibility built into the fees and charges for all hires allowing discretion to offer a further reduction to community groups at a time when the space would not otherwise be in use, but mindful that our costs and a profit must be covered.</p> <p>Discounts may also be offered for multi-space bookings in order to develop bespoke, commercial package hires, eg for large scale conferences that also include the theatre auditorium.</p>		
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<p>Community Space</p>	<p>Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing</p>	<p><u>Community Hire:</u> From £0/hr (limited hours)</p> <p><u>Charity:</u> From £24/hr (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From £30/hr (£25 + VAT)</p> <p><u>Event Rate:</u> £44.40 - £62.40/hr (£37 - £52 + VAT)</p>	<p><u>Community Hire:</u> From £0/hr (limited hours)</p> <p><u>Charity:</u> From £24/hr (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From £30/hr (£25 + VAT)</p> <p><u>Event Rate:</u> £44.40 - £62.40/hr (£37 - £52 + VAT)</p>
<p>Byron Room</p>	<p>Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing.</p>	<p><u>Community Hire:</u> From £0/hr (limited hours)</p> <p><u>Charity:</u> From £24/hr (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From £30/hr (£25 + VAT)</p> <p><u>Event Rate:</u> £44.40 - £62.40/hr (£37 - £52 + VAT)</p>	<p><u>Community Hire:</u> From £0/hr (limited hours)</p> <p><u>Charity:</u> From £24/hr (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From £30/hr (£25 + VAT)</p> <p><u>Event Rate:</u> £44.40 - £62.40/hr (£37 - £52 + VAT)</p>

Workshop <i>(Charges are not subject to VAT)</i>	Charge based on self-serviced hire. The price will increase by 20% to cover VAT applicable to hire where services are required.	£15.50 - £25	£15.50 - £25
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Tudor Hall	New proposed structure to ensure ability to remain competitive and create a bespoke hire dependent on the client's needs, whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing	<u>Hourly rate:</u> £102 , max 3 hr hire (£85 + VAT) <u>Day rate for meetings:</u> Charity/Community £474 (£395 + VAT) Corporate £714 (£595 + VAT) <u>Event rate:</u> £954 - £1,560 (£795 - £1,300 + VAT)	<u>Hourly rate:</u> £102 , max 3 hr hire (£85 + VAT) <u>Day rate for meetings:</u> Charity/Community £474 (£395 + VAT) Corporate £714 (£595 + VAT) <u>Event rate:</u> £954 - £1,560 (£795 - £1,300 + VAT)
Hire a costumed performer		£105 /evening	£110 /evening

Hire Location	Additional Information	2022/23 Charge	2023/24 Charge
In Hours – Guided tours	Occupancy: Max. 25 people	£6/head, minimum 15, max 25	£6/head, minimum 15, max 25
Workshops	To be paid in advance when booking	Price by request	Price by request
Photocopying		£1 A4 £1.50 A3	£1 A4 £1.50 A3
Scan Orders	This price includes VAT. Postage is extra.	£7.50 £8.50 £11.00	£7.50 £8.50 £11.00
Microfiche Copies		£20.00 plus £10.00 admin	£20.00 plus £10.00 admin
Own Camera	It is possible for researchers to use their own camera to take photos of documents and objects. Copyright limitations apply.	£10.00 – reflects time processing charges	£10.00 – reflects time processing charges
Digital reprographics (on plain paper, glossy photo paper, CD or by e mail attachment – please specify	Museum staff can take photos of documents or objects for visitors. Please note this service may not be available same day – orders will be processed ASAP. Copyright limitations apply.	£15.00 – reflects time processing charges	£16.00 – reflects time processing charges

<p>Publication</p>	<p>There will be no charge for visitors taking photographs on the museum premises, so long as the images produced are for their own personal use and not intended for publication.</p> <p>Cost per image is based on one use only. Two uses will attract two charges per image. Three uses will attract three charges per image. For example, one use is display, two uses is display and publication (book), three uses is display, publication (book) and leaflet.</p>	<p>Commercial Organisations (Newspapers, Journals, magazines, TV, etc.): £150.00 - per image</p> <p>Local Authority, Voluntary or Charitable Organisations: £25.00 - per image</p> <p>Corporate Products (annual reports, TV): £150.00 - per image</p> <p>Commercial products (cards, calendars, jigsaws etc.): £150.00 - per image</p>	<p>Commercial Organisations (Newspapers, Journals, magazines, TV, etc.): £150.00 - per image</p> <p>Local Authority, Voluntary or Charitable Organisations: £25.00 - per image</p> <p>Corporate Products (annual reports, TV): £150.00 - per image</p> <p>Commercial products (cards, calendars, jigsaws etc.): £150.00 - per image</p>
<p>Long Term Archaeological Storage at Museum Resource Centre</p>	<p>Cost is based on English Heritage Calculations. One off fees.</p>	<p>£250 per box</p>	<p>£250 per box</p>

Other Income (Charges are inclusive of VAT)	Additional Information	2022/23 Charge	2023/24 Charge
Loans Box Fines	Late return of boxes	£16.00	£16.50
Out of District Schools Travel Expenses	Flat fee	Price by request - We will consider outreach for schools on a case by case basis and price accordingly.	Price by request - We will consider outreach for schools on a case by case basis and price accordingly.
Discovery box – Cost per hire	Loan period is 2 weeks – fines for late returns	£20 per box for two weeks	£25 per box for two weeks
Education programme at NCWC	<p>To be paid on day of visit by cash/cheque/card or by invoice</p> <p>Option to build bespoke package on request, price according to resource allocation and timescales.</p> <p>KS5, HE and FE students to reflect bespoke nature of events and level of expertise required.</p>	<p><u>KS1-KS3 students</u> One facilitated activity, one self-led activity: £4.50 per head - Half day (2 - 2.5 hr) visit</p> <p>One facilitated activity, two self-led activities: £7 per head - Full day visit</p> <p>Two facilitated activities, one self-led activity: £6.00 per head for half day visit</p> <p><u>KS5, FE and HE</u> £8 per head full day visit</p>	<p><u>KS1-KS3 students</u> One facilitated activity, one self-led activity: £4.50 per head - Half day (2 - 2.5 hr) visit</p> <p>One facilitated activity, two self-led activities: £7 per head - Full day visit</p> <p>Two facilitated activities, one self-led activity: £6.00 per head for half day visit</p> <p><u>KS5, FE and HE</u> £8 per head full day visit</p>

NEWARK CASTLE*(Charges are inclusive of VAT where applicable)*

Purpose		2022/23 Charge	2023/24 Charge
Guided Tours	Adult	£6.00	£6.00
	Senior	£5.00	£5.00
	Child	£3.00	£3.00
	Family	£16.00	£16.00
	Private, Out of Hours, Subject Specialist Tours (per person)	£10 - £15	£10 - £15
	Ghost Tour Commercial Hire	* see events below	* see events below
Hire of Gardens	Charity	£250 plus staffing, security and other anciliary charges	£250 plus staffing, security and other anciliary charges
Hire of Gardens	Commercial	£800 per day	£830 per day
Hire of Castle	For Events	£50 - £100 per hour plus staffing, security and other aciliary charges (dependant on number of spaces required)	£50 - £110 per hour plus staffing, security and other aciliary charges (dependant on number of spaces required)

Hire of Gardens for weddings <i>Additional charges may apply for equipment hire where necessary</i>	Bandstand October - March	£480 (Mon - Thurs) £528 (Fri & Sun) £576 (Sat)	£500 (Mon - Thurs) £550 (Fri & Sun) £600 (Sat)
	Bandstand April - September	£528 (Mon - Thurs) £576 (Fri & Sun) £624 (Sat)	£550 (Mon - Thurs) £600 (Fri & Sun) £650 (Sat)
	Undercroft October - March	£576 (Mon - Thurs) £633.60 (Fri & Sun) £691.20 (Sat)	£600.00 (Mon - Thurs) £658 (Fri & Sun) £715.00 (Sat)
	Undercroft April - September	£633.60 (Mon - Thurs) £691.20 (Fri & Sun) £748.80 (Sat)	£658.00 (Mon - Thurs) £715.00 (Fri & Sun) £775.00 (Sat)
Education programme <i>(prices will be uplifted dependant on development of professional service and associated resources)</i>	Half day visit per head	£3.25 - £4.50	£3.25 - £5.00
	Full day visit per head	£4.50 - £7.00	£4.50 - £7.50
Charity/Local			
Available all year Monday-Friday + off-peak weekends (at our discretion but excluding autumn)			
Current Stalls - only hirers to be phased into new pricing structure over two years			
There is also an element of flexibility built into the fees and charges for non-profit making bodies, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.			
Use of Castle for commercial photography/filming		£0.00	£0.00
Use of Castle Gardens for wedding photographs - professional photographers only		£0.00	£0.00