

Additional Charges

1 January 2009 to 31 December 2009

Prices shown are exclusive of VAT unless otherwise stated

Resource Name	Number Available	Price
Account Bar		Variable
Bucks Fizz Reception		£2.13
Corkage		
Free Bar (per head)		£0.85
Soft Drinks (per head)		£0.43
Wine, still (per bottle)		£4.26
Champagne/Sparkling Wine (per bottle)		£8.52
Spirits (per bottle)		£8.52
Mineral water, 1 litre		£2.22
Orange Juice (per jug)		£2.50
Orange Squash (per jug)		£1.56
Soft Drinks		Variable
Spirits		Variable
Wine (Full wine list available on request)		
Wine - House Red – per bottle		£8.51
Wine - House white – per bottle		£8.51
Coffee & Croissants – per head		£2.60
Coffee & Mince Pies – per head		£1.55
Tea & Coffee – per head		£1.10
Tea coffee & biscuits – per head		£1.28
Crisps & Nuts		£1.00
Fruit - various		Variable
Pastries/Cakes - per head		£1.30
Canapés – 6 per head, assorted		Variable
Sandwich platter – per head		£1.70
Finger buffet – per head		Variable
Fork buffet – per head		Variable
Hot & cold Buffet – per head		Variable
Knife & Fork Buffet – per head		Variable
Sit down meal – per head		Variable
Special menu – per head		Variable
Coloured Slip Cloths (In-house catered events only)		£2.00
Coloured Linen Napkins (In-house catered events only)		£1.00
Equipment Hire – via Catering Manager		Variable
Extra requirements – via Catering Manager		Variable

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Damage/Extra Cleaning Deposit (per room)		
Corn Exchange (Inc VAT)		£245
Corn Exchange Wedding (Inc VAT)		£375
Harpur Suite (Inc VAT)		£180
Harpur Suite Wedding (Inc VAT)		£270
Howard Room (Inc VAT)		£185
Howard Room Wedding (Inc VAT)		£185
Civic Theatre (Inc VAT)		£185
Flip Chart, Easel & Pens (each)	6	£16
Stage		
Full 16'	1	£105
Full 20'	1	£105
Modular stage/catwalk/extensions up to 27'		£55
Piano		
Grand Piano – Ancillary Costs		£82
Grand Piano Hire (VAT not applicable)	1	
Approved Patrons – Voluntary Groups/Charities		£100
Others		£350
Hire of Upright Piano	3	£65
Tuning of Piano		£70
Hired-in entertainment		Variable
Main Kitchen	1	
Commercial (Inc VAT)		£440
Voluntary (Inc VAT)		£338
Servery	3	
Commercial (Inc VAT)		£128
Voluntary (Inc VAT)		£78
Box Office Ticket Printing (per ticket)		£0.03
Performance Box Office (per hour)	1	£40
Photocopying	Per sheet	£0.05
Room Re-setting Fee		25% of hall hire charge
Secretarial Service (via Admin Manager)		Variable
Steward Hire		
4 hours (min charge) (per person)		£52
Extra hours (per person)		£13
Cloakroom Attendant (per hour)		£13
Security Staff		Variable
Table Posies (each)		Variable

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35mm slide projector	1	£32
CD player	1	£32
DAT Tape Recorder	1	£40
DVD Player	1	£52
Externally hired equipment	1	Variable
Externally hired staff (per hour)		£14
Extra technician for set-up (per hour)	1	£14
Follow spot + operator	2	£56
Follow Spot no operator	2	£26
Full PA System (incl 1 standard mic) main auditorium only	1	£180
ISDN Telephone line	2	£52
Large TV in Howard Room	1	£73
LCD Projector – Corn Exchange/Harpur Suite	1	£205
LCD Projector – Howard Room/Harpur Suite Bar/Miller & Bunyan Rooms	1	£105
Lectern	2	£17
Lighting lamps		Variable
MAC Computer – for multi-media presentations	1	£105
Microphones (additional)	14	£8
Mini Disc Player	1	£39
Overhead Projector	2	£23
Portable PA system (incl 1 standard mic)	2	£48
32 Channel mixing desk – for use with portable pa	1	£68
Projection Screen-rear (large 8'x6')	1	£33
Projection Screen – front (small 4'x4')	1	£19
Projection Screen – extra large (12'x18')	1	£78
Projection screen – tripod (medium 6'x6')	2	£23
Radio microphone - hand held	3	£21
Radio microphone - Lapel	3	£21
Smoke machine	1	£27
Sound & Lighting Technician Performance	Per hour	£21
Sound & Lighting Technician Set-up	Per hour	£13
Special items required		Variable
Stage Lighting – Corn Exchange – static wash only	1	£75
Stage Lighting – Corn Exchange – full/moving	1	£155
Stage Lighting – Civic Theatre	1	£75
Supply of videos of events (each)		£16
Supply of extra DVDs of events (each)		£21
Supply of CD/cassette tapes of events (each)		£16
Tape Deck	2	£13
TV	1	£23
VCR- video recorder	2	£26
Video/Audio Recording (per hour)		£39
Super VHS Video Player/Recorder	1	£39