

Reading Museum - New prices and terms from April 2023.

Pricing structure for the new loan service offer to schools: September 2023 - August 2024 no delivery option. (this is under review)

Schools services	Price
Loan boxes 1 per half term (Sept 2023- July 2024) (£17.5 per box) (£35 per term if pro rata)	£105
Loan boxes 3 per half term (Sept 2023- July 2024) (£13 per box) (£77 per term if pro rata)	£230
Loan boxes 5 per half term (Sept 2023- July 2024) (£10.30 per box) (£104 per term if pro rata)	£310
Session price (per session)	£159
Online Sessions for schools (1 hour session) (Max 30 children)	£80
Online Windrush session (30 minutes)	£40
Box loan (individual loan)	£45
Use of Lunch space for schools not having a session	£50
Invoicing charge for amounts less than £150 (see note below)	£50
Welcome and wow Talks (15 minutes for schools groups - max group size 35 children)	£45

Reminiscence (Memory boxes)	
Membership of memory box service Reading only Price is per organisation and covers training and up to 8 boxes per year Additional training place is £50 per person Max 16 people at in person training (normally held once per year in March)	£95 + £60 per person for additional training place.
Training only For organisations who want a bespoke training session Max 16 people	£60 per person (Minimum charge £300)
Memory box online training 1-hour training as an introduction to service and used as marketing for service	FREE
Adult (events, talks and tours) Internal (in the museum or Abbey Gateway)	
Public talks (short talks) eg Bayeux/Abbey gateway Per person fee bookable online	£5.50 per person
Public talks (Long talks) Eg Abbey Quarter tour per person, bookable online.	£10 per person
Private short tours (30-45 minutes max group size 20 people) for adults, if in Museum then only on Saturdays or school holidays, otherwise they pay the full school price.	£85
Private long tours (up to 90 minutes including tour of ruins) max group size 20 people	£155
Teacher INSET - up to 2 hours	£159 (+ travel costs)
Curator talks - 1 hour, Max 20 people in Museum	£100 (in the museum)
Welcome and Wow Talk for adults - 20 minutes (short introduction to the Museum and an insight into our fascinating collections, delivered by our enthusiastic team)	£50 (max 20 people)
Loan Box Collection Talk - Around 20 mins talk on	£50 (max 16 people)

loan boxes with handling.	
Museum on Wheels	Community events (drop in): Free - if it is part of our programme of events - please check with team.
Consultancy for other museums	Brief phone consultation free. Visits and other projects priced from £150 for the first hour. (£300 for half day, £500 for full day)
External talks to groups (In the RBC local area)	
As part of any projects there may be opportunities to deliver external talks but otherwise not offered.	
Images	
	See Museum /Organisation\Administration\CHARGES
Archaeology	
	See: Museum/\Collections and Learning\Collections\subject specialism Info\Archaeology\Archaeological archives\charging policy
Admin/Invoice Charge	For invoicing for talks, ad hoc boxes, reminiscence etc we charge £50 to raise an invoice . Customers can pay by card via webpay for no charge, but if they need an invoice or need to pay by BACS it has to go through the invoicing system hence the charge. All items such as boxes must be paid for prior to sending them out.

Abbey Gateway Hire charges	
During term time, Tuesdays-Fridays between 09.30am and 4pm	£318+VAT
Mondays, Saturdays, or school holidays 09.30am-4pm (not Bank Holidays) for non-RBC organisations	£159+VAT per session (either morning or afternoon) Morning is from 09.30-12.30 Afternoon is from 1pm-4pm
Mondays, Saturdays, or school holidays 09.30am-4pm (not Bank Holidays) for RBC or local charities	£100 +VAT per session (either morning or afternoon) Morning is from 09.30-12.30 Afternoon is from 1pm-4pm
Evenings (anything after 4pm until 8pm at the latest)	£750 +VAT
All bookings must pay a deposit via webpay we will refund the deposit via webpay after the building has been checked.	£150 per booking in addition to the hire charge. This is a damages deposit to cover damage to the buildings/furniture and any cleaning that is required.
	Notes: All organisations who wish to serve food must produce a food hygiene certificate All must do their own risk assessments All must have public liability insurance Bookings must include the terms and conditions from the Town Hall booking sheet. All fees payable in advance of the booking.

Main terms:

Max number of children per school session is 35 (Max 35 children per session, if go over by a few then charge £5 per additional child, 37 is the absolute maximum)

Max 30 children for online sessions

Victorian Christmas delivered in Autumn term only

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Cancellation charge of £159 per session if cancelled within 4 weeks of the session date.

General visits - suggested donation of £2 per child, use of lunch space £50, offer trails and welcome and wow etc

All services (sessions/talks/tours/memberships) to be paid in advance of the delivery date.

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