

Reading Museum - New prices and terms from April 2024.

Schools services	Price
Loan boxes 1 per half term (Sept 2024- July 2025) (£18.3 per box) (£37 per term if pro rata)	£110
Loan boxes 3 per half term (Sept 2024- July 2025) (£13.8 per box) (£83 per term if pro rata)	£249
Loan boxes 5 per half term (Sept 2024- July 2025) (£10.8 per box) (£109 per term if pro rata)	£325
Session price (per session) ((£4.71 per child) (Max 35 children per session - see additional notes below)	£165
Online Sessions for schools (1 hour session) (Max 30 children) (£2.76 per child)	£83
Online Windrush session (30 minutes) (£1.50 per child)	£45
Box loan (individual loan for one box per half term)	£50
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 (25 minutes for school groups - max group size 35 children) (£1.28 per child)	£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 £60 per person Max 16 people at in person training (normally held once per year in March)	£105 + £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	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	£165 (+ travel costs)
Curator talks - 1 hour, Max 20 people in Museum	£110 (in the museum)
Welcome and Wow Talk for adults - 30 minutes (short introduction to the Museum and an insight into our fascinating collections, delivered by our enthusiastic team)	£60 (max 20 people)
Loan Box Collection Talk - Around 30 mins talk on loan boxes with handling.	£70 (max 16 people)
Museum on Wheels	Community events- please check with the learning 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)

Images	Please contact collections team for pricing.
Museum Store Bench researchers fee	First day free, £25 per day after that.
Archaeology	Please contact collections team for pricing
Admin/Invoice Charge	£50 for each invoice that we have to raise for charges lower than £150. 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	From £345+VAT
Mondays, Saturdays, or school holidays 09.30am-4pm (not Bank Holidays) for non-RBC organisations	From £170+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	From £110 +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)	From £820 +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.

Museum Gallery Hire charges	
Art Gallery (part day e.g. morning, afternoon or evening e.g 6-9pm) [includes access from ground floor and Atrium for catering]	From £600+VAT
All Galleries- entire museum - evening	From £1200+VAT
[Museum staffing - an additional charge of £40 + VAT Per hour - minimum 2 staff incl. museum DM]	

Notes:

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

Cancellation charge of £165 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.