

Fees and charges

Meals and transport charges

	Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment	
<u>Meals at Home and Day centre</u>							
Monday - Friday	Cost per two course meal	Discretionary	4.60	5.00	8.70%	} 390,116	Outside scope
	Cost per three course meal	Discretionary	5.60	0.00	-100.00%		Outside scope
Saturday and Sunday	Cost per two course meal	Discretionary	5.20	5.75	10.58%		Outside scope
	Cost per three course meal	Discretionary	5.90	0.00	-100.00%		Outside scope
	Afternoon Tea	Discretionary	3.00	3.25	8.33%		Outside scope
	Additional course (soup/dessert)	Discretionary	1.15	1.25	8.70%		Outside scope
<u>Community transport</u>							
Fare for return transport to day centres (Monday - Friday)	Discretionary	4.20	5.00	19.05%	} 70,964	Zero Rated	
Journey within one zone (minimum fare)	Discretionary	3.65	4.00	9.59%		Zero Rated	
Journey to each subsequent zone	Discretionary	2.85	3.15	10.53%		Zero Rated	

Fees and charges

Careline system

	Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment
Full weekly charge (price to include a free smoke alarm on take up of contract)	Discretionary	4.90	5.15	5%	} 270,300	Standard
Full weekly charge (price to include a free smoke alarm on take up of contract) - Registered disabled	Discretionary	4.90	5.15	5%		Zero Rated

Fees and charges

Centre lettings

		Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment	
<u>Community use per hour - (Eileen Tozer, Manor Farm, Woodham and New Haw)</u>								
Monday to Friday	5pm to 11pm	Discretionary	25.50	27.54	8.00%	378,001	Exempt	
Saturday	9am to 5pm	Discretionary	32.00	34.56	8.00%		Exempt	
Saturday	5pm to 11pm	Discretionary	45.00	48.60	8.00%		Exempt	
<u>Community use per hour - Wellbeing Centre Manor Farm 15 auditorium</u>								
Monday to Friday	9am – 6pm			7.56			Exempt	
Monday to Friday	6pm – 11pm			12.96			Exempt	
Weekends	9am – 5pm			12.96		Exempt		
Weekends	5pm – 11pm			16.20		Exempt		
<u>Commercial hire/trade shows (per hour)</u>								
Saturdays only	9am to 11pm	Discretionary	55.00	59.40	8.00%	378,001	Exempt	
<u>Commercial use per hour - Wellbeing Centre Manor Farm 15 auditorium</u>								
Saturday - Sunday	9am to 11pm			18.36			Exempt	
<u>Catering facilities</u>								
Full use of kitchen		Discretionary	70.00	75.60	8.00%	378,001	Exempt	
Full use of tea bar		Discretionary	N/A	N/A			Exempt	
Use of public address system		Discretionary	N/A	N/A			Exempt	
<u>Registered charities</u>								
A 20% reduction is available per booking upon application to the Day Centre Manager. It is proposed that there will be no additional charge for the use of the tea bar or public address system when a booking is taken								

Fees and charges

Centre rental charges

	Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment
<u>Hairdressing salons - hourly rates</u>						
Eileen Tozer Day Centre	(Incl VAT) Discretionary	7.90	7.90	0.00%	} 8,935	Standard
Manor Farm Day Centre	(Incl VAT) Discretionary	7.90	7.90	0.00%		Standard
Woodham and New Haw Day Centre	(Incl VAT) Discretionary	7.90	7.90	0.00%		Standard
These rates are based upon the standard of facilities available						
<u>Chiropodist fees (full day)</u>	Discretionary	30.00	30.00	0.00%	1,963	Exempt

Fees and charges

Chertsey Museum

	Charge Status	From Sep-23 £	From Sept 2024 £	% Increase		Yield £	VAT treatment
<u>School's membership scheme</u>							
<u>Annual membership fee</u>							
Schools with 0 - 150 pupils	Discretionary	32.50	33.00	1.54%	}	32,600	Outside Scope
Schools with 151 - 250 pupils	Discretionary	44.00	44.00	0.00%			Outside Scope
Schools with 251+ pupils	Discretionary	55.00	55.00	0.00%			Outside Scope
<u>Talks held at Museum</u>							
<u>Member schools</u>							
One 1/2 day session	Discretionary	POA	POA		}		Outside Scope
Two 1/2 day session (same day)	Discretionary	POA	POA				Outside Scope
<u>All day sessions at the museum (max 32 children)</u>							
<u>Member schools</u>							
see education catalogue on website	Discretionary	POA	POA		}	21,600	Outside Scope
<u>Talks held at schools within 10 miles of Chertsey Museum (approx 90 minutes)</u>							
<u>Member schools</u>							
see education catalogue on website	Discretionary	POA	POA		}		Outside Scope
*non members pay additional £10 booking							

Fees and charges

Chertsey Museum							
	Charge Status	From Sept 2023 £	From Sept 2024 £	% Increase	Yield £	VAT treatment	
<u>Talks held at Schools within 11-15 miles of Chertsey Museum (approx 90 minutes)</u>							
<u>Member schools</u>							
see education catalogue on website	Discretionary	POA	POA		} Included in other areas	Outside Scope	
<u>Talks held at schools within 16-20 miles of Chertsey Museum (Approx 90 minutes)</u>							
<u>Member schools</u>							
see education catalogue on website	Discretionary	POA	POA			Outside Scope	
<u>School assemblies (max.30 mins)</u>							
School Assemblies - schools within Runnymede (max. 30 mins)	Discretionary	50.00	60.00	20.00%	} 500	Outside Scope	
School Assemblies - schools outside Runnymede (max. 30 mins)	Discretionary	60.00	70.00	16.67%		Outside Scope	
School Assemblies - non member schools (max. 30 mins)	Discretionary	80.00	80.00	0.00%		Outside Scope	
<u>Talks to groups</u>							
At the Museum outside of opening hours - Borough Community Groups	Discretionary	40.00	45.00	12.50%	} 500	Outside Scope	
At the Museum outside of opening hours - Non Borough Community Groups	Discretionary	55.00	55.00	0.00%		Outside Scope	
Talks held outside the Museum - Borough Community Groups	Discretionary	45.00	45.00	0.00%		Outside Scope	
Talks held outside the Museum - Non Borough Community Groups	Discretionary	55.00	60.00	9.09%		Outside Scope	
<u>Children's activities at the Museum</u>							
Children's activity session per child - price based on activity	Discretionary	POA	POA		} 1,700	Exempt	
Concessionary activity session per child	Discretionary	POA	POA			Exempt	
<u>Use of photocopier</u>							
A4 Copies	(plus VAT) Discretionary	0.55	0.63	14.55%	} 0	Standard	
A3 Copies	(plus VAT) Discretionary	0.60	0.84	40.00%		Standard	
<u>Charge for late return of school loan boxes</u>	(plus VAT) Discretionary	25.00	25.00	0.00%	0	Standard	
<u>Missing item from loan boxes (per day)</u>	(plus VAT) Discretionary	10.00	10.00	0.00%	0	Standard	

*non members pay additional £10 booking

Fees and charges

Chertsey Museum

	Charge Status	From Sept 2023 £	From Sept 2024 £	% Increase	Yield £	VAT treatment	
<u>Photographic orders</u>							
101.6mm by 152.4mm (4" by 6")	(plus VAT) Discretionary	3.50	3.50	0.00%	}	0	Standard
127mm by 177.8mm (5" by 7")	(plus VAT) Discretionary	4.00	4.00	0.00%			Standard
152.4mm by 203.2mm (6" by 8")	(plus VAT) Discretionary	4.50	4.50	0.00%			Standard
203.2mm by 254mm (8" by 10")	(plus VAT) Discretionary	6.00	6.00	0.00%			Standard
304.8mm by 457.2mm (12" by 18")	(plus VAT) Discretionary	10.50	10.50	0.00%			Standard
Handling charge (1 per order)	(plus VAT) Discretionary	2.50	2.50	0.00%			Standard
Postage charge	(plus VAT) Discretionary	2.00	2.00	0.00%			Standard
<p>Members of the following groups are entitled to a discount of 10% on certain items in the Museum shop:</p> <ul style="list-style-type: none"> - Friends of the Museum - Members of the Museum Association - Members of the National Art Collection Fund - Runnymede Loyalty Card holders 							
<p>School charges are increased at the start of the academic year in September although increases in material costs are passed on at time of booking</p>							


Fees and charges

Community Halls

Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment
Chertsey Hall					
Community Package Monday to Friday 8.30 to 17:00 hrs					
Main Hall (per hour)		(plus VAT) Discretionary 24.00	25.92	8.00%	Standard
Meeting Room A (per hour)		(plus VAT) Discretionary 10.20	11.02	8.00%	Standard
Meeting Room C (per hour)		(plus VAT) Discretionary 6.50	7.02	8.00%	Standard
Meeting Room D (per hour)		(plus VAT) Discretionary 8.35	9.02	8.00%	Standard
Community Package - Monday to Friday 17:00 to 23:00 hrs					
Main Hall (per hour)		(plus VAT) Discretionary 32.00	34.56	8.00%	Standard
Meeting Room A (per hour)		(plus VAT) Discretionary 14.55	15.71	8.00%	Standard
Meeting Room C (per hour)		(plus VAT) Discretionary 9.80	10.58	8.00%	Standard
Meeting Room D (per hour)		(plus VAT) Discretionary 12.80	13.82	8.00%	Standard
Community Package - Weekends 8.30 to 17:00 hrs					
Main Hall (per hour)		(plus VAT) Discretionary 32.80	35.42	8.00%	Standard
Meeting Room A (per hour)		(plus VAT) Discretionary 14.80	15.98	8.00%	Standard
Meeting Room C (per hour)		(plus VAT) Discretionary 10.30	11.12	8.00%	Standard
Meeting Room D (per hour)		(plus VAT) Discretionary 13.25	14.31	8.00%	Standard
Community Package - weekends 17:00 to 23:00					
Main Hall (per hour)		(plus VAT) Discretionary 43.50	46.98	8.00%	Standard
Meeting Room A (per hour)		(plus VAT) Discretionary 20.00	21.60	8.00%	Standard
Meeting Room C (per hour)		(plus VAT) Discretionary 13.65	14.74	8.00%	Standard
Meeting Room D (per hour)		(plus VAT) Discretionary 17.60	19.01	8.00%	Standard
Business Package Monday - Friday 08:30 to 17:00 hrs					
Main Hall (per hour)		(plus VAT) Discretionary 63.00	68.04	8.00%	Standard
Meeting Room A (per hour)		(plus VAT) Discretionary 27.00	29.16	8.00%	Standard
Meeting Room C (per hour)		(plus VAT) Discretionary 22.50	24.30	8.00%	Standard
Meeting Room D (per hour)		(plus VAT) Discretionary 22.50	24.30	8.00%	Standard
Business Package Monday - Friday 17:00 to 23:00 hrs					
Main Hall (per hour)		(plus VAT) Discretionary 63.00	68.04	8.00%	Standard
Meeting Room A (per hour)		(plus VAT) Discretionary 27.00	29.16	8.00%	Standard
Meeting Room C (per hour)		(plus VAT) Discretionary 22.50	24.30	8.00%	Standard
Meeting Room D (per hour)		(plus VAT) Discretionary 22.50	24.30	8.00%	Standard
Business Package Weekends 08:00 to 23:00 hrs					
Main Hall (per hour)		(plus VAT) Discretionary 63.00	68.04	8.00%	Standard
Meeting Room A (per hour)		(plus VAT) Discretionary 27.00	29.16	8.00%	Standard
Meeting Room C (per hour)		(plus VAT) Discretionary 22.50	24.30	8.00%	Standard
Meeting Room D (per hour)		(plus VAT) Discretionary 22.50	24.30	8.00%	Standard
Community with benefits - Monday to Friday 08:30 to 17:00 hrs					
Main Hall		31.20	33.70	8.00%	Standard
Small Hall		13.26	14.32	8.00%	Standard
Room 1		8.45	9.13	8.00%	Standard
Room 2/ Bar Lounge		10.86	11.72	8.00%	Standard
Community with benefits - Monday to Friday 17:00 to 23:00 hrs					
Main Hall		41.60	44.93	8.00%	Standard
Small Hall		18.92	20.43	8.00%	Standard
Room 1		12.74	13.76	8.00%	Standard
Room 2/ Bar Lounge		16.64	17.97	8.00%	Standard
Community with benefits - Weekends 08:30 to 17:00 hrs					
Main Hall		42.64	46.05	8.00%	Standard
Small Hall		19.24	20.78	8.00%	Standard
Room 1		13.39	14.46	8.00%	Standard
Room 2/ Bar Lounge		17.23	18.60	8.00%	Standard
Community with benefits - Weekends 17:00 to 23:00 hrs					
Main Hall		56.55	61.07	8.00%	Standard
Small Hall		26.00	28.08	8.00%	Standard
Room 1		17.75	19.16	8.00%	Standard
Room 2/ Bar Lounge		22.88	24.71	8.00%	Standard
Business packages includes room hire, projector, screen, flip chart, kitchen for					

beverages

Use of kitchen
Up to 100 people
100+ people

(plus VAT) Discretionary	45.00	48.60	8.00%		6,335	Standard Standard
(plus VAT) Discretionary	90.00	97.20	8.00%			

Fees and charges

Community Halls

		Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment	
<u>The Hythe Centre</u>								
<u>Community package- Monday to Friday 8.30 to 17:00 hrs</u>								
Main Hall	(per hour)	(plus VAT) Discretionary	24.00	25.92	8.00%	87,100	Standard	
Small Hall	(per hour)	(plus VAT) Discretionary	11.40	12.31	8.00%		Standard	
Room 1	(per hour)	(plus VAT) Discretionary	7.00	7.56	8.00%		Standard	
Room 2/ Bar Lounge	(per hour)	(plus VAT) Discretionary	8.35	9.02	8.00%		Standard	
<u>Community package - Monday to Friday 17:00 to 23:00 hrs</u>								
Main Hall	(per hour)	(plus VAT) Discretionary	32.00	34.56	8.00%		Standard	
Small Hall	(per hour)	(plus VAT) Discretionary	15.71	16.97	8.00%		Standard	
Room 1	(per hour)	(plus VAT) Discretionary	9.80	10.58	8.00%		Standard	
Room 2/ Bar Lounge	(per hour)	(plus VAT) Discretionary	12.80	13.82	8.00%		Standard	
<u>Community use - Weekends 8.30 to 17:00 hrs</u>								
Main Hall	(per hour)	(plus VAT) Discretionary	32.00	34.56	8.00%		Standard	
Small Hall	(per hour)	(plus VAT) Discretionary	14.80	15.98	8.00%		Standard	
Room 1	(per hour)	(plus VAT) Discretionary	9.80	10.58	8.00%		Standard	
Room 2/ Bar Lounge	(per hour)	(plus VAT) Discretionary	12.80	13.82	8.00%		Standard	
<u>Community use - Weekends 17.00 to 23:00 hrs</u>								
Main Hall	(per hour)	(plus VAT) Discretionary	43.50	46.98	8.00%		Standard	
Small Hall	(per hour)	(plus VAT) Discretionary	21.40	23.11	8.00%	Standard		
Room 1	(per hour)	(plus VAT) Discretionary	13.65	14.71	7.76%	Standard		
Room 2/ Bar Lounge	(per hour)	(plus VAT) Discretionary	17.60	19.01	8.00%	Standard		
<u>Business package</u>								
Main Hall	(per hour)	(plus VAT) Discretionary	63.00	68.04	8.00%	Standard		
Small Hall	(per hour)	(plus VAT) Discretionary	31.50	34.02	8.00%	Standard		
Room 1	(per hour)	(plus VAT) Discretionary	22.50	24.30	8.00%	Standard		
Room 2 /Bar Lounge	(per hour)	(plus VAT) Discretionary	22.50	24.30	8.00%	Standard		
<u>Community with benefits - Monday to Friday 08:30 to 17:00 hrs</u>								
Main Hall			31.20	33.70	8.00%	Standard		
Small Hall			14.82	16.01	8.00%	Standard		
Room 1			9.10	9.83	8.00%	Standard		
Room 2/ Bar Lounge			10.86	11.72	8.00%	Standard		
<u>Community with benefits - Monday to Friday 17:00 to 23:00 hrs</u>								
Main Hall			41.60	44.93	8.00%	Standard		
Small Hall			20.42	22.06	8.00%	Standard		
Room 1			12.74	13.76	8.00%	Standard		
Room 2/ Bar Lounge			16.64	17.97	8.00%	Standard		
<u>Community with benefits - Weekends 08:30 to 17:00 hrs</u>								
Main Hall			41.60	44.93	8.00%	Standard		
Small Hall			19.24	20.78	8.00%	Standard		
Room 1			12.74	13.76	8.00%	Standard		
Room 2/ Bar Lounge			16.64	17.97	8.00%	Standard		
<u>Community with benefits - Weekends 17:00 to 23:00 hrs</u>								
Main Hall			56.55	61.07	8.00%	Standard		
Small Hall			27.82	30.05	8.00%	Standard		
Room 1			17.71	19.12	8.00%	Standard		
Room 2/ Bar Lounge			22.88	24.71	8.00%	Standard		
Business packages includes room hire, projector, screen, flip chart, kitchen for beverages								

Fees and charges

Community Halls

	Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment
<u>Third Party Use</u>						
Use of kitchen						
Up to 100 people	(plus VAT) Discretionary	45.00	48.60	8.00%	} 4,500	Standard
100+ people	(plus VAT) Discretionary	90.00	97.20	8.00%		

Notes for Community Halls

- Hiring's to registered Charities are by law exempt from VAT and therefore no VAT will be added to the above charges
- All small rooms only available to hire when booking package
- Deposit required for all hires
- All Hires minimum of 2 hours except Childrens Parties minimum of 3 hours
- Prices are subject to variation from time to time to reflect any amendments approved by the Council.
- All above charges for Audio, Visual Aid and Additional Equipment are per booking unless otherwise stated
- Hires are charged on an Hourly basis
- All times booked must include set up and clear down time
- The Head of Community Development has the delegated authority to make reductions and develop marketing packages to promote usage
- Cancellations - all cancellations will be subject to an administrative fee of 10% of total cost excluding VAT

Fees and charges

Tennis Charges

	Charge Status	From Aug-23 £	From April 2024 £	% Increase	Yield £	VAT treatment
Tennis Court Fees						
Annual Pass	Discretionary	36.00	36.00	0.00%	} 32,500	Outside scope
Pay and Play	Discretionary	5.00	5.00	0.00%		
Coaching Provider charges	Discretionary POA	POA	POA	POA		

Fees and charges

Crime and disorder

Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment
Safer Runnymede (Includes VAT)					
CCTV System - supply of copy DVDs	161.26	176.00	9.14%	} 804	Standard
CCTV System - supply of copy photograph	26.16	28.51	9.00%		Standard
CCTV System - viewing DVD footage (per hour or part thereof)	70.55	77.00	9.14%		Standard

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