

Museum Charges April 2023

Schools:	
Sessions for schools at Hertford Museum (up to 30 children) Post codes SG13 & SG14 £60 All other postcodes £90	
Outreach: 2 X sessions (at the school, up to 35 children per session) £140 Post codes SG13 & SG14 £190 All other postcodes Outside 20 mile radius include 45p per mile mileage surcharge	
Loan boxes: 1 week loan £25 3 week loan £55 or £75 including video	
Children's Activities:	
Drop in holiday activities:	£3.50 per child
Toddler Tuesdays:	£4.50 per child
Adult Learning:	
Museum Talks for Adults: At your venue: £95 At the museum with refreshments: £7 per person (min 10 people or price equivalent)	
Volunteer led town guided walks:	£5 pp
Reminiscence sessions: Restricted funding available to lunch clubs etc for pay what you can scheme – please enquire	£95

Room Hire:		
The Andrews Room:	Museum opening hours (Tues-Sat 10am-5pm) Outside opening hours	£17.50 ph POA
The Resource Room:	Museum opening hours (Tues-Sat 10am-5pm or Sunday 12-4pm) Outside opening hours	£17.50 ph POA
Equipment hire: (laptop, projector, flip chart etc)		£20 per session
Refreshments:	Tea & coffee Tea & coffee, cordial, biscuits Buffet lunch	£2 pp £3 pp POA
Curatorial Services:		
Enquiries:*	Up to 30 minutes of staff time Additional 30 minutes Each hour thereafter	Free £15 £25
*We will endeavour to estimate the potential amount of time required to answer your enquiry and inform you of this before proceeding.		
Oral History Training:	Half day course at Hertford Museum Refreshments (per person) Half day course at customer premises	£450 £3 £500 + mileage
Conservation Freezer Hire:	Two weeks storage	£50
Archaeology Deposition:	Small finds box Bulk finds box Large unboxed object	£150 £150 £150

	Documentary Archive box	£150
	Roll of documents/ drawings	£150
Photocopying:	Black and white copies:	
	A4	10p
	A3	25p
	Colour copies:	
	A4	50p
	A3	£1
Image Licensing:		
Books:	Inner page:	
	Print run up to 500 copies	£30
	Print run up to 4000 (501-3999) copies	£60
	Print run over 4000 copies	£100
	Cover:	
	Print run up to 500 copies	£80
	Print run up to 4000 (501-3999) copies	£200
	Print run over 4000 copies	£300
Newspapers (including online editions):	Local	£50
	National	£100
Magazines (including online editions) (except where used as museum promotion – fee waived at Curator’s discretion):	Inner page:	
	Local	£40
	National/International	£80
	Cover:	
	Local	£80
	National/International	£160
Television: (first broadcast, price in brackets per subsequent repeat)	Local broadcast	£50 (£30)
	Single country broadcast	£90 (£50)
	World broadcast	£200 (£100)
Exhibitions:		POA

Commercial Web (10 years) and Social Media Use:		
	East Herts based Social Media use (up to 3 uses)	£30
	Non East Herts based Social Media use (up to 3 uses)	£60
	East Herts based business website or blog	£75
	Non-East Herts based business website or blog	£150
For display at business premises:		
	A3 print	£50
	A4 print	£38
	A5 print	£25
For private use:		
	A3 print	£20
	A4 print	£15
	A5 print	£7.50
Photography and scanning charges*		
	Scanning	£15 per item
	In-house photography	£30 per item
<p><i>* All fees are per work to be digitised. Discounts may be given where multiple works need to be scanned or photographed. External photographers may be used if we do not have sufficient staff or equipment to photograph the work in question. Fees for external photographers will be negotiated on a case by case basis.</i></p>		
Filming at Hertford Museum:		POA