

Abergele Town Council

Summary of Fees & Charges - Applicable from 01.04.2023 (reviewed annually)

1. Room Hire – Monday-Friday

a) *Main Chamber - ½ day session** or evening	£66.00
- Full day	£132.00
b) *Room 4 - ½ day session ** or evening	£55.00
- Full day	£110.00
c) *Room 5 or 6 - ½ day session** or evening	£46.50
- Full day	£93.00
d) *Main Chamber, plus rooms 4,5 and 6 - full day	£242.00
e) *Saturday Room hire by special arrangement	
- ½ day session**	£99.00
- Full day	£198.00
f) *Sunday Room hire by special arrangement	
- ½ day session**	£181.50
- Full day	£363.00

Cancellation fee (25% of the overall booking above) with less than 7 days' notice

* Refreshments are included in the cost

(please note on the booking form how many refreshments will be required)

** Please note a session is AM (up to four hours), PM (up to four hours) or evening (up to four hours)

2. Photocopying

A4 - single sided - per copy	b/w	15 pence
A3 - single sided - per copy	b/w	20 pence
A4 - single sided - per copy	colour	25 pence
A3 - single sided - per copy	colour	30 pence

3. Advertising (TOWN COUNCIL NEWSLETTER)

Charges for a single issue :-

1/8 page	£18.00
1/4 page	£35.00
1/2 page	£69.00
Full page	£98.00

(Discounts may be agreed by the Newsletter Committee for advertising in multiple issues)

4. **Information Requested under Freedom of Information Act 2000**

Further to guidance in The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, any time taken in undertaking chargeable activities will be estimated at a rate of £25 per hour. All chargeable requests will be referred to the Council, who has the option of waiving fees.