

## Service Charges for Learning and Outreach

*Please Note: All our invoices are sent out by Trowbridge Town Council*

These prices relate to our standard education workshops and are valid from September 2015. Some special projects and workshops may be offered for free. We will always make it clear from the outset where you will be charged for a workshop.

### Museum-based workshops

These are free to all schools within the area governed by Trowbridge Town Council. This includes the following schools;

- Primary Schools: *Bellefield, The Grove, Holbrook, Oasis Academy Longmeadow, Newtown, Paxcroft, St John's, Studley Green and Walwayne Court*
- Secondary Schools: *Clarendon College, John of Gaunt and St Augustine's*
- *Larkrise Special Needs School*

The standard charge to **all** other schools is currently **£2.75 +VAT (20%) (£3.30) per student**. This is reviewed every couple of years so please check when you make a booking.

### Outreach

We offer a comprehensive outreach service to schools which include history and weaving workshops as well as assemblies. **All** schools are charged for these services at the following rates. We may also add travel costs for outreach sessions, although they are usually quite low. We will inform you of the expected cost when the booking is made.

- **£2.75 +VAT (£3.30)** per pupil
- **£150 +VAT (£180)** per day
- Block bookings (2+ days) by arrangement
- Assemblies: **£30 +VAT (£36)**

### Victorian Christmas

We usually put on a Christmas-themed exhibition, together with linked workshops suitable for KS1, each December. There is also an option to meet our Dickensian Father Christmas and receive a traditional gift. Workshops are charged as follows:

- Museum-based workshops: **£2.75 +VAT (£3.30)** per pupil; Free to schools within Trowbridge Town Council area.
- Father Christmas gifts: **£2 (inc. VAT)** per child – **all** schools.
- Outreach Sessions: **£60 +VAT (£72)** per class – **all** schools; This price includes a traditional gift for each child.

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### Reminiscence Workshops

Outreach Session:

- **£35** +VAT (£42) – within Trowbridge Town
- **£45** +VAT (£54) – within 5km
- **£50** +VAT (£60) – outside 5km
- **£25** +VAT (£30) – museum-based

If your venue has a separate Alzheimers/Dementia Unit we can combine two sessions into one visit. There is an additional charge of **£15**.

Memory Box Loans:

**£25** +VAT per box for **1 month** – longer loans by agreement. Memory box **must** be collected and returned by the loanee. Any damage or loss to loan box contents **will be charged for**.

### Talks and Lectures

We are often asked to give lectures and talks to local groups such as the U3A. We charge a standard fee of £30 +VAT (£36). There may be additional travel costs if the talk is further afield – we'll notify you in advance.

### Art, Craft and History Workshops

Most of the workshops that we put on for children and families during the holidays are FREE, however, we sometimes ask for a small fee – normally **£1 - £2.00** inc. VAT. This is payable on the day. Some adult art and craft workshops are charged at a higher rate (currently **£5 - £12** per person) depending on the length of the session and the cost of materials.