**CULTURE PERTH & KINROSS – FEES & CHARGES 2025/26 – EFFECTIVE 1 March 2025 – 31 March 2026**

[**Venue Hire Charges**](https://www.culturepk.org.uk/about/venue-hire/)

\*All venue charges below are subject to a minimum charge of 3 hours\*

Daytime = 08:30 – 17:00 Evening = 17:00 - 22:00 *NB. later by special arrangement*

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| **Venue** | **Time of Hire** | **Net Charge** | **VAT @ 20%** | **Gross** |
| AK Bell  **Soutar Theatre**  (max 125 people seated) | Daytime per hour | £77.00 | £15.40 | £92.40 |
| Evening per hour | £99.00 | £19.80 | £118.80 |
| AK Bell  **Sandeman Room**  (max 50 people seated) | Daytime per hour | £33.00 | £6.60 | £39.60 |
| Evening per hour | £53.00 | £10.60 | £63.60 |
| AK Bell  **Mackenzie Room**  (max 12 people seated) | Daytime per hour | £26.00 | £5.20 | £31.20 |
| Evening per hour | £45.00 | £9.00 | £54.00 |
| Onsite Technical Support for all AK Bell Spaces | Per Hour, minimum booking 1 hr | £40.00 | £8.00 | £48.00 |
| Use of online conferencing or streaming equipment | Per Meeting (excludes onsite technical support) | £150.00 | £30.00 | £180.00 |
| PAG  **Library**  (Max 24 people seated) | Daytime per hour | £31.00 | £6.20 | £37.20 |
| Evening per hour | £45.00 | £9.00 | £54.00 |
| PAG  **Lecture Theatre**  (max 99 people seated) | Daytime per hour  (Theatre seating) | £77.00 | £15.40 | £92.40 |
| Daytime per hour  (Floor only) | £36.00 | £7.20 | £43.20 |
| Evening per hour | £99.00 | £19.80 | £118.80 |
| PAG  **Sculpture Court** | Daytime & Evening per hour | £132.00 | £26.40 | £158.40 |
| Onsite Technical Support for all PMAG Spaces | Per Hour, minimum booking 1 hr | £40.00 | £8.00 | £48.00 |
| Use of online conferencing or streaming equipment | Per Meeting (excludes onsite technical support) | £150.00 | £30.00 | £180.00 |

[**Library Charges**](https://www.culturepk.org.uk/libraries/yourlibraryaccount/)

All charges below **include** VAT where applicable

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| Replacement cards | £5.00 |
| Resource request (not in stock) | £3.00 |
| Lost/damaged books | Replacement cost |
| Inter library loans; books/journal articles etc | £20.00 (plus additional charge if postage exceeds £20.00) |
| Inter library loans; sets of musical scores | £20.00 (plus additional charge if postage exceeds £20.00) |
| Book Groups | £7 per member (non-refundable) new members joining mid-year will be charged on a pro-rata basis |
| Seed Library Membership | £7 per member (non-refundable) |
| **Photocopying / Printing** | |
| Photocopies Black & White A4 | £0.50 per sheet |
| Photocopies Black & White A3 | £1.00 per sheet |
| Photocopies Colour A4 | £1.80 per sheet |
| Photocopies Colour A3 | £3.60 per sheet |
| Printing A4 Black & White | £0.50 per sheet |
| Printing A4 Colour | £1.80 per sheet |
| **Maker\_Space Charges** | |
| 3D Printing | £5.00 per hour print time |
| Larger Printer | £1.80 – A4  £3.60 – A3  £7.20 – A2  £14.40 – A1  £28.80 – A0  The above excludes paper costs. Special Paper - POA |

**Collections Charges (Museums, Archives, Local & Family History Services)**

All charges below **include** VAT where applicable.

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| **Facilitated Research** | |
| Research on our Museums, Archives and Local & Family History collections | £35.00 per half hour, £60.00 per hour  (first 20 minutes free) |
| **Planning and Building Control Records - Archives** | |
| Copy of planning or building control decision (reference provided) | £52.00 |
| Planning or building control application search (No reference provided.) This includes 1.5 hr research plus copies of consent notices and building warrant reference numbers. | £140.00 |
| **Digital Microfilm Readers - Local & Family History** | |
| Access to digital microfilm readers | First hour free, then £5.50 per hour, or £30.00 per day |
| Printout from digital microfilm reader – black and white A4 | 50p per sheet |
| Printout from digital microfilm reader – colour A4 | £1.80 per sheet |
| **Copying Material** | |
| The Museums, Archives and Local & Family History Services look after unique and fragile collections. Copying of material is subject to copyright regulations and is only permitted if it will not cause damage to the collections. We no longer supply photocopies but offer self-service photography and other alternatives – please see below for details. | |
| **Self-service Photography** | |
| Researchers may photograph documents using their own cameras or mobile phones, subject to the condition of the records and copyright regulations. For the safety of the records, hand-held scanners and cameras with detachable lenses are not permitted. Please note, self-service photography is not available for planning decision notices - for further details please see Planning and Building Control Records, above. Self-service Photography Licenses can be purchased at the following costs: | |
| 1 Image | £1.80 |
| 1 Day | £15.00 |
| 1 Week | £30.00 |
| 1 Month | £60.00 |
| 1 Year | £150.00 |
| **Copying undertaken by Staff** | |
| High Resolution images are digitised at 300dpi for documents and 600dpi for photographs and illustrations. Low Resolution images are digitised at 72dpi. Where digital images already exist, customers will be charged the ‘supply’ cost only; where no digital image exists, customers will be charged the ‘new photography’ and ‘supply’ charges.  Images for publication will also incur a Licence Fee – see ‘Licensing’, below, for details. | |
| New High Resolution flat artwork photography - up to A3 | £30.00 per item |
| New Photography of flat artwork over A3 and all other photography | Price on application  Minimum charge £45.00 |
| New High-Resolution photography (up to A3) | £30.00 per item |
| New Low-Resolution photography (up to A3) | £6.00 per item |
| Supply of High-Resolution digital image | £45.00 per image |
| Supply of Low-Resolution digital image | £3.00 per image |
| **Print Requests – only available for Museums and Galleries collections** | |
| Prints from the JD Fergusson Collection can be obtained from the following sites [www.bridgemanimages.co.uk/en/collections/CULTURE-PERTH-KINROSS](http://www.bridgemanimages.co.uk/en/collections/CULTURE-PERTH-KINROSS) and [www.magnoliabox.com/collections/fergusson-gallery-collection-prints](http://www.magnoliabox.com/collections/fergusson-gallery-collection-prints)  Prints from other Perth Museum and Art Gallery collections are priced as follows. For further details please contact Paul Adair, Collections Officer [PRAdair@culturepk.org.uk](mailto:PRAdair@culturepk.org.uk) | |
| Photographic Print approx. 23cm x 16.5cm | £24.00 |
| Photographic Print approx. 30.5cm x 23cm | £30.00 |
| Photographic Print approx. 32cm x 42cm | £42.00 |
| Photographic Print approx. 42cm by 59cm | £52.00 |
| Postage and packing for supply of prints | £12.00 UK £24.00 worldwide |

**Other Charges**

All charges below **include** VAT where applicable.

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| **Licensing – Museums and Galleries** | |
| For licensing enquiries regarding the JD Fergusson Collection please visit [www.bridgemanimages.co.uk/en/collections/CULTURE-PERTH-KINROSS](http://www.bridgemanimages.co.uk/en/collections/CULTURE-PERTH-KINROSS)  For enquiries regarding other Perth Museum and Art Gallery collections please email Paul Adair, Collections Officer [PRAdair@culturepk.org.uk](mailto:PRAdair@culturepk.org.uk) | |
| **Licensing – Archives, Local & Family History** | |
| For Archive collections please contact [archives@culturepk.org.uk](mailto:archives@culturepk.org.uk) and for Local & Family History collections please contact [localstudies@culturepk.org.uk](mailto:localstudies@culturepk.org.uk) | |
| **Licence Fee: Book - Print run up to 2,000**  One country, one language  World rights, one language  World rights, all languages  Cover image- world rights, all languages | £110.00  £150.00  £220.00  £450.00 |
| **Licence Fee: Book - Print run over 2,000**  Press/CD/Magazine/Brochure/Leaflet  One country, one language  World rights, one language  World rights, all languages  Cover image - world rights, all languages | £240.00  £300.00  £420.00  £800.00 |
| **Licence Fee: DVD/e-book/CD/software**  **(up to 5,000 copies)**  One country, one language  World, one language  World, all languages | £110.00  £150.00  £240.00 |
| **Licence Fee: DVD/e-book/CD/software**  **(over 5,000 copies)**  One country, one language  World, one language  World, all languages | £240.00  £300.00  £420.00 |
| **Broadcast/Streaming (unlimited transmission)**  One country, one language  World, one language  World, all languages | £500.00  £800.00  £1,600.00 |
| Exhibition panel/AV Presentation/Interactive  Website: Academic (unlimited duration)  Website: Commercial (unlimited duration) | £100.00  £100.00  £320.00 |
| Filming of the collection or on the premises | POA |
| **Greetings cards and postcards**  Print run up to 3,000  Print run over 3,000 | £500.00  £750.00 |
| Other products | POA |
| **Sales** | |
| Authors - book sales | 45% Commission |
| Artists - artwork/catalogue sales | 45% Commission |
| **Talks and hosted groups** | |
| CPK staff are happy to deliver talks about our services to local groups and to host group visits to our premises. We welcome donations for the first talk/visit and a fixed fee of £60 will be charged for any subsequent talks/visits for the same group in any 12-month period. | |

If your organisation is based outwith the UK, and payment made in any currency other the GBP Sterling, then we reserve the right to charge an additional fee to cover bank charges and foreign exchange costs.