

## 2025/26 Fees and Charges

### Museums and Heritage Services

ITEM	25/26
Photocopy A4 (b&w)	£0.40
Photocopy A3 (b&w)	£0.50
Photocopy A4 (colour)	£0.60
Photocopy A3 (colour)	£1.10
Electronic Reproduction (on CD or digital transfer)	N/A
Scanned image of <b>document</b> (digital file as output)	Free
Digital copy of a <b>photograph per image</b>	£3.10
Microfilm Printout	£0.40
Admin & Handling Fee (Includes local postage; Larger & overseas items at cost)	£4.00
Research & Genealogy/Local History Searches	£6.50 £20.00 £38.00
Freedom of Information Act search in restricted documents on behalf of data subject only	Free
Use of personal digital cameras to photograph documents/objects	Free
Publications (books, exhibitions, advertising, web)  Discounts will be offered to community groups/charities and for bulk orders	Negotiable - contact Business Partner Culture, Arts & Heritage
Broadcasting – 10-year unlimited transmission  Discounts will be offered to community groups/charities and for bulk orders	Negotiable - contact Business Partner Culture, Arts & Heritage
Internal Commercial Decoration  Discounts will be offered to community groups/charities and for bulk orders.	Negotiable
Hire of Meeting Room – up to 30 people (inc. use of projector/interactive white board + laptop, flipchart) Half day Full day	Commercial hourly rate £22.00 Non-commercial hourly rate £14.00 Commercial half day rate (up to 3.5 hours) £65.00 Non-commercial half day rate (up to 3.5 hours) £35.00

NB: Non-commercial is a lower rate for groups including registered charities	Commercial full day (up to 7 hours) £99.00 Non-commercial full day (up to 7 hours) £55.00 Minimum charge for voluntary groups is £18.00 per half day
Family History Workshop	£5.50 Workshop + £2.50 information resource pack
<b>SCHOOL WORKSHOPS (All for up to 32 pupils)</b> <b>Tours</b> Museum of Wigan Life Wigan Archives & Local Studies (Wigan or Leigh) The Turnpike Gallery  <b>Workshops at Museum of Wigan Life, Wigan Archives (Leigh Town Hall) or The Turpike Gallery</b> Price per workshop  <b>Outreach: Schools in Borough</b> Price per workshop  <b>Schools out of Borough</b> Workshop (half day) Workshops (full day)	FREE FREE FREE  FREE  £99.00  £99.00 + travel @ 52p per mile £150.00 + travel @ 52p per mile
Lectures/Talks	Free
Hire of Gallery (ground floor)	£250.00
Hire of Wigan Local Studies (upstairs @ MOWL; outside public opening hours)	£250.00