

# SURREY HERITAGE FEES AND CHARGES

Fees and charges from 1 April 2019

**This leaflet provides details of fees and charges for goods and services provided by Surrey Heritage at Surrey History Centre  
130 Goldsworth Road, Woking, GU21 6ND  
T: 01483 518737 E: [shs@surreycc.gov.uk](mailto:shs@surreycc.gov.uk)**

Payment can be made by cheque/postal order/money order (in pounds sterling only) payable to **SURREY COUNTY COUNCIL** or by Visa/Mastercard/Debit card.  
*Please do not send cash.*

VAT at 20% is included for UK and EU customers.

EU business customers who are registered with the VAT Office are zero-rated.

Customers from the rest of the world are zero-rated but handling fees will be charged for postal orders.

See our Privacy Notice here: [www.surreycc.gov.uk/surreyheritageprivacynotice](http://www.surreycc.gov.uk/surreyheritageprivacynotice)

## Certified copies

	<b>Fee at SHC</b>	<b>Handling fee for posted orders</b>
Baptism certificates	£30.00 *	£3.50
Marriage certificates	£10.00 *	£3.50
Certified copies of other documents	£15.00	£3.50

\* Search and Certificate fees set by the Church of England Table of Fees 2019.

### Photocopies

	<b>Fee at SHC</b>	<b>Handling fee for posted orders</b>
A4 photocopies per sheet	£1.00	Minimum fee of £7.00 for first 5 copies then £1.00 for each further copy
A3 photocopies per sheet	£1.50	Minimum fee of £9.50 for first 5 copies then £1.50 for each further copy
Removal of staples, pins etc from archive materials for photocopying	£20.00 per document	

### Microform copies

	<b>Fee at SHC</b>	<b>Handling fee for posted orders</b>
Prints from microfilm or fiche, A4	£1.00	Minimum fee of £7.00 for the first 5 copies then £1.00 for each additional sheet
Prints from microfilm or fiche, A3	£1.50	Minimum fee of £9.50 for first 5 copies then £1.50 for each further copy
Print outs from SHC lists or SHC databases only	25p per sheet	£3.50 per order
Print outs in foyer from public access internet terminals	25p per side <b>(set by Surrey Libraries)</b>	N/A

### **Photography Permits**

For visitors taking their own photographs with a camera or mobile phone with camera facilities. These passes are available in our foyer.

One Day	£14.00
Five days. Valid for one calendar year from date of purchase	£42.00
Removal of staples, pins etc from archive materials for photography	£20.00 per document

### **Outside Talks**

Please see our website or talks leaflet for the range of talks that we currently offer. For further information or to book a talk, please contact the History Centre Manager

Talk by a member of staff to outside groups within Surrey	£70.00 plus travel expenses
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### **Tour behind the scenes at Surrey History Centre**

Join us on a tour behind the scenes, exploring our archive rescue, cleaning and sorting areas, the conservation laboratory, packaging room, strongroom and Surrey County Archaeological Unit.

Tours take an hour and a half and cost £70 for a group of up to 12 people.

**Digital imaging service**

	<b>Fee per image at SHC</b>	<b>Handling fee for posted orders</b>
A4 basic paper	£13.00	First 5 sheets £3.50 per order £5.00 Europe £7.00 rest of world. Six sheets or more will be weighed and priced on a case by case basis.
A3 basic paper	£18.00	As above
Images on CD	£15.00 for first image and the CD, £13.00 for subsequent images	£3.50 per order £5.00 Europe £7.00 rest of world.
Images sent by email or Egress drop box	£13.00	N/A

	<b>Handling fee for posted orders</b>
Postage of books from our foyer shop	Usually £3.50 per order but large orders will be weighed and priced on a case by case basis

**Paid Research Service**

Please see Research Service Leaflet and Application Form for further details:

½ hour	£20.00
1 hour	£40.00
1½ hours	£60.00
2 hours	£80.00
2½ hours	£100.00
3 hours	£120.00

### **One to One Surgeries**

Although staff are always on hand to help when you visit our searchroom, there may be occasions when you need expert advice in a particular research topic. We can now offer 'One to One Surgeries' with our own experts in particular aspects of our collections. These sessions must be booked in advance and will cost £40.00 for one hour. Please contact us for further information.

### **Publication Fees**

Scholarly, non-profit making, publications with print runs less than 1000 copies	£15.00 per image plus copy of publication for library
Books with print runs above 1000 copies	£45.00 per image plus copy of publication for library
E-Books	£45.00 per image
Books and magazine COVERS	£65.00 per image
TV, film, video stills or moving image	£65.00 per image
Digital publication: Intranet only	£15.00 per image
Digital publication: commercial use	£45.00 per image
Digital publication: non-profit CD-ROM	£15.00 per image plus copy of publication for library
Commercial interior design and decoration	£65.00 per image
Postcards, greetings cards, calendars, giftware, mugs, posters etc	£65.00 per image

### Room Hire

Rooms at Surrey History Centre are available for hire by outside groups and organisations.

These comprise a large **Conference Room** seating 70 people that can be divided into two smaller rooms, a **Seminar Room** and an **Events Room**, each seating about 20 people.

For further details of their facilities and availability please contact [shs@surreycc.gov.uk](mailto:shs@surreycc.gov.uk).

The basic rates for 2019-20 are as follows:

#### **No VAT on this**

Conference Room, full day	£360
Conference Room, half day	£180
2 hour slots	£90
Seminar Room, full day	£200
Seminar Room, half day	£100
2 hour slots	£50
Events Room, full day	£200
Events Room, half day	£100
2 hour slots	£50

#### **Finds Processing Room Hire**

Surrey County Archaeological Unit is based at Surrey History Centre in Woking. The purpose built Finds Processing Room forms part of the SCAU offices and is available for hire. Easily accessible by both car and public transport and with facilities for a variety of post-excavation work, the room is ideal for groups needing the space and equipment to carry out their own archaeological projects, research and meetings.

Please see separate leaflet for full details

Finds Room Hire full day	£150
Finds Room Hire half day	£75
Advice from archaeological specialist	£45 per hour

#### **Filming at Surrey History Centre £250.00 per day.**

Please see our Filming Policy for further details.

## Learning Resources

Archive resource learning packs include over fifteen digitised items from our collections relating to the history of Surrey.

Each pack contains background notes for teachers, teaching suggestions

And a range of written and image sources suitable for KS2, 23 and 4.

<b>Topic packs:</b> <ul style="list-style-type: none"> <li>• WW2 in Surrey</li> <li>• Transport in Surrey</li> <li>• Tudors in Surrey</li> </ul>	£36 per memory stick
Local area research packs	£56 per memory stick
Other topic packs created from the archive	£56 per memory stick

Get hands-on with Surrey's past with the help of the Surrey County Archaeological Unit loan boxes.

We have a number of boxes available for two week hire:

<ul style="list-style-type: none"> <li>• Prehistoric (choice of two boxes available)</li> <li>• Roman</li> <li>• Medieval</li> <li>• First and Second World War</li> <li>• Woking Palace</li> <li>• MiniDigs - Be an archaeologist and excavate real finds</li> </ul>	£30 per box
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Each box is packed with real artefacts excavated from archaeological sites around Surrey, and replica items to show you what they would have originally looked like. They also each come with a teacher's pack containing information about the artefacts, a summary of the period, case studies of Surrey sites and suggested activities.

### **Use of Library Computer terminals in our foyer**

Members of Surrey Libraries can use the computers FREE for the first 120 minutes, then pay £2.50 for up to 120 additional minutes

If you are not a member of Surrey Libraries, the guest login cost £2.50 for 120 minutes.