Hotels and Conference Centres Licence

Rate Card

Rates effective April 2026

The fee for a copying licence for Hotels and Conference Centres is charged annually and is based on the following criteria:

The number of Professional Employees (managers and other staff holding a professional qualification) within the business and the number of hotel and/or conference centre sites.

Professional Employee Fee[1]

The annual fee per Professional Employee is £38.60 + VAT

Professional Employee Fee[2]

The annual rate for guest/client copying per Hotel and/or Conference Centre is £181.55 + VAT

Notes:

[1] Each hotel or conference centre is considered to have one professional employee. In addition all head office/administrative offices Professional Employees should be included in this total.

[2] Hotel/Conference Centre providing copying facilities for Guests/Clients.

Licences for Hotels and Conference Centres with 2 or more Hotel and/or Conference Centre sites with 51+ employees are subject to a minimum annual charge of £650.22 + VAT

Indemnity for past copying

Fees for backdating your licence to cover previous copying will be calculated using the rate applicable in the current year and applied for each year that the licence is backdated. For more information about the indemnity, please see the full Terms and Conditions of the Licence.

For further guidance

New customers should contact licence@cla.co.uk or 020 4512 0100

Existing customers should call Customer Services on 020 7400 3171 or email cs@cla.co.uk

For further information please visit our website cla.co.uk