



# Tavistock Town Hall

Tavistock Town Council -Working for the local community



## Town Hall Charges

1st April 2019- 31st March 2020

For more information please contact Town Hall Management on 01822 617232  
or email: townhall@tavistock.gov.uk

### MAIN HALL

(Prices include: exclusive hire of the Main Hall, tables, chairs, glasses, bar and bar staff, room set up and pack down)

64ft x 42ft - Maximum Capacity: 190 Dining, 400 Standing, 200 Theatre Style

<u>Event Type</u>	<u>Additional information</u>	<u>Price (£)</u>
<b>Wedding Ceremony and Reception</b> <small>(Bookings for Civil Ceremonies must be made direct with Devon County Council Registration Service)</small>	Access time: 10am - Midnight (Bar closes at 11pm)	£540
<b>Dinner Dances/Gala Dinners</b>	Access Time: 12pm - Midnight (Bar closes at 11pm)	£360
<b>Evening Parties</b>	Access Time: 6pm - Midnight (Bar closes at 11pm)	£270
<b>Exhibitions/Sales/Conferences/ Performances</b>	Mon to Sat-Half Day (6 hours) Full Day (10 hours) Three Day Five Day	£132 £240 £576 £960
<b>Civil Ceremonies &amp; Civil Partnerships Only</b> <small>(Bookings for Civil Ceremonies must be made direct with Devon County Council Registration Service)</small>	Up to 3 hours	£250.00

### RUNDLE ROOM

(Prices include: exclusive hire of the Rundle Room, tables, chairs, room set up and pack down)

37ft x 16ft - Maximum Capacity: 60 Standing, 40-45 Theatre Style

<u>Event Type</u>	<u>Additional information</u>	<u>Price (£)</u>
<b>Civil Ceremonies &amp; Civil Partnerships</b> <small>(Bookings for Civil Ceremonies must be made direct with Devon County Council Registration Service)</small>	Up to 3 hours	£90
<b>Exhibitions/Sales/Conferences/ Performances</b>	Mon to Sat—Half Day (6 hours) Full Day (10 hours)	£60 £90
<b>Evening Parties</b>	Access Time: 6pm - Midnight (Bar closes at 11pm)	£120

### TOWN HALL KITCHEN

(An excellent facility for any caterer of your choice)

<u>Event Type</u>	<u>Additional information</u>	<u>Price (£)</u>
<b>Wedding receptions, Dinner Dances &amp; Gala Dinners</b>	Full exclusive use of the kitchen, cutlery, crocery & Swansoft banquet roll (a linen alternative)	£3.50 per day guest
<b>Basic kitchen hire</b>	(i.e. Café for Sales fayres)	£48

All prices are inclusive of VAT



## OPTIONAL EXTRA HIRE CHARGES

All room hire charges include Wi-fi, tables, chairs, heating, lighting & basic set up of rooms as requested on the booking forms and full clean up as agreed with prior arrangement with the hirer (kitchen facilities and cleanliness is down to the caterer)

<u>Event Type</u>	<u>Additional information</u>	<u>Price (£)</u>
<b>Access to Tea &amp; Coffee Making Facilities (Cups, Saucers, Mugs, Dishwashers, Spoons &amp; Hot Water Flasks)</b>	For the provision of your own beverages - hirers must ensure facilities are left clean	£12
<b>Tea, Coffee &amp; Biscuits</b>	Town Hall staff to prepare, provide and serve	£1.20 per delegate
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<b>Event/Bar Licence Extension</b>	From midnight - 1am (Bar closes at 12am)	£120.00
<b>Stage Extension/Cat Walk</b>	Comes in 4x4 blocks Full or half height of original stage	£90 per set up & break down
<b>PA System</b>	Microphones, AMP, Loop, CD/MP3 player	£18
<b>Basic lighting Rig and Spots</b>		£18
<b>DMX Moving Heads Light System x4</b>		£30
<b>Technical Support/Lighting Operator</b>		£18 per hour
<b>Portable Bar</b>	Including additional Staff	£90
<b>Event Promotion: Banners (12' x 2.6')</b>	Weekly	£36
<b>Event Promotion: Posters (5ft x 3ft)</b>	Weekly	£24
<b>Swansoft banquet roll (a linen alternative)</b>	Round Tables - 5ft diameter  Rectangular tables - 6ft x 2.6ft	£6 per table  £3 per table

## DEPOSITS, CANCELLATIONS and DISCOUNTS

<b>Deposits</b>	All room hires require a 50% deposit to secure your booking
<b>Cancellation Charges</b>	Cancellation charges will be applied as detailed in the Town Hall Terms and Conditions
<b>*Charity Discounts</b>	25% discount for registered charity groups (subject to the agreement of Management)
<b>Other Charges</b>	For any hour or part hour before/after the sessions, an additional charge of £36 per hour will be charged. Corkage charges to be applied to all events where hirers bring in their own alcohol, subject to the agreement of Management.
<b>Penalty Cleaning Charges</b>	Hirers must leave the Town Hall in a reasonable condition, any additional cleaning after an event will be charged at £42 per hour. Should damage/loss occur during the hire of the Town Hall, the hirer shall pay the venue the amount requested to make good or remedy any such loss or damage.
<b>All prices are inclusive of VAT</b>	