



## Town Hall Charges

**1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025**

For more information, please contact the Town Hall & Events Manager on 01822 617232

Or email: [townhall@tavistock.gov.uk](mailto: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

EVENT TYPE	ADDITIONAL INFORMATION	PRICE £
Wedding Ceremony and Reception (Bookings for Civil Ceremonies must be made directly with Devon County Council Registration Service)	Access time: 10am - Midnight (Bar closes at 11pm)	£637.00
Dinner Dances/Gala Dinners	Access Time: 12pm - Midnight (Bar closes at 11pm)	£424.00
Evening Parties	Access Time: 6pm - Midnight (Bar closes at 11pm)	£317.00
Exhibitions/Sales/Conferences/Performances	Half Day (6 hours) Full Day (9.5 hours) B/Hols Additional Staff costs may be charged Three Day Hire (consecutive days) Five Day Hire (non-consecutive in a 12-month period)	£156.00 £283.00  £565.00 £1,130.00
Civil Ceremonies & Civil Partnerships Only (Bookings for Civil Ceremonies must be made directly with Devon County Council Registration Service)	Up to 3 hours	£295.00

### RUNDLE ROOM

(Prices include: exclusive hire of the Rundle Room, tables, chairs, room set up and pack down)  
37ft x 16ft

EVENT TYPE	ADDITIONAL INFORMATION	PRICE £
Civil Ceremonies & Civil Partnerships (Bookings for Civil Ceremonies must be made directly with Devon County Council Registration Service)	Up to 3 hours	£106.00
Exhibitions/Sales/Conferences/Performances	Half Day (6 hours) Full Day (10 hours) B/Hols Additional Staff costs may be charged	£71.00 £106.00
Evening Parties	Access Time: 6pm - Midnight (Bar closes at 11pm)	£317.00

# TOWN HALL KITCHEN

(An excellent facility for any Caterer of your choice)

EVENT TYPE	ADDITIONAL INFORMATION	PRICE £
Wedding Receptions, Dinner Dances & Gala Dinners	Full exclusive use of the kitchen, cutlery, crockery & Swansoft Banquet Roll (a linen alternative)	£4.00 per day guest
Conference, Sales Fayres, performances etc.	Basic use of kitchen for light refreshments	£56.00
Day & Evening Functions (with catering)	Full exclusive use of the kitchen, cutlery & crockery (excluding Banquet Roll)	£106.00 (up to 100 guests)

## 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/hirer & must be left as found)

EVENT TYPE	ADDITIONAL INFORMATION	PRICE £
Access to Tea & Coffee Making Facilities (Cups, Saucers, Mugs, Dishwashers, Spoons & Hot Water Flasks)	For the provision of your own beverages - hirers must ensure facilities are left clean	£12.00
Tea, Coffee & Biscuits	Town Hall staff to prepare, provide and serve from station	£2.00 per delegate
Tea & Coffee	Town Hall staff to prepare, provide and serve from station	£1.50 per delegate
Event/Bar Licence Extension	From midnight - 1am (Bar closes at 12am)	£125.00
Stage Extension/Cat Walk	Comes in 4x4 blocks Full or half height of original stage	£94 per set up & break down
PA System	Microphones, AMP, Loop, CD/MP3 player	£20.00
Stage Lighting		£34.00
Basic lighting Rig and Spots	-	£18.00
DMX Moving Heads Light System x4	-	£30.00
Technical Support/Lighting Operator	-	£20.00 per hour
Portable Bar	Including additional Staff	£94.00
Banners (12' x 2.6')	Weekly	£46.00
Posters (5ft x 3ft)	Weekly	£34.00
Swansoft Banquet Roll (a linen alternative)	Round Tables - 5ft diameter  Rectangular tables - 6ft x 2.6ft	£8.00 per table  £5.00 per table

## DEPOSITS, CANCELLATIONS and DISCOUNTS

Deposits	A 50% deposit is required at the time of booking (unless otherwise agreed by management with the balance due 28 days prior to the event (unless otherwise agreed by Management).
Cancellation Charges	Cancellation charges will be applied as detailed in the Town Hall Terms and Conditions.
Charity Discounts	25% discount for registered charity groups (subject to the agreement of Management).
Community Class Rate	For a community class (as agreed by Management) with no more than 35 attendees, a £25 per hour rate will be applied based on a maximum 3 hour hire.
Other Charges	For any hour or part hour before/after the sessions, an additional charge of £38 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. Authority is delegated to the Town Hall & Events Manager to agree rates for multiple venue bookings, TTC corkage and drinks packages etc.
Penalty Cleaning Charges	Hirers must leave the Town Hall in a reasonable condition, any additional cleaning after an event will be charged at £100 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.

**All prices are inclusive of VAT.**