

Tavistock Town Hall

Departmental Report September 2016

Bookings:

Bookings in general for the hall are forever growing and we are still taking bookings/enquiries for 2016 and 2017. We are now even taking bookings for **2018!** Since the last report we have received **10 new bookings.**

We have a total of:

31 bookings in August compared to the 27 we had in 2015.

29 bookings in September compared to the 25 we had in 2015.

General Update:

- **Promotional Brochure:** To clarify a question arising with regard to the Town Hall capacity within our new brochure. The Town Hall Manager can confirm that what has been printed and stated in the brochure is correct: 190 seated for dining (weddings or corporate dinners) and 200 seated for performances (concerts and theatre etc).
- **Carpet:** We have replaced the carpet on the first flight of stairs in the main entrance of the hall. The second flight will be due in the New Year.
- **Town Hall Lift:** We have experienced technical difficulties within our lift whereby the lift has been broken down since June. The main suspension ropes have stretched causing the descending balance weight to hit the buffer springs and will need to be shortened to ensure the correct operation of the over travel devices. The works for this took place on Tuesday 12th July.

However following this repair, it was brought to our attention that our Printed Circuit Board (PCB) is also faulty and required a replacement. This work took place on Friday 12th August and is now in working order.

Going forwards, we have installed 2 reconditioned stair lifts which will be located on the North Door entrance as our plan B back up should the lift be out of action again.

- **Performing Rights:** With the introduction of streaming and recorded music being played in the Pannier Market and the Town Hall events fluctuating each year, we saw an increase in terms of expenditure compared to last year.

- **Tavistock's Pop-up Christmas Party:** We are pleased to announce another in-house event, back on the success of the Dad's Army and Allo Allo evenings earlier on in the year.

On Friday 2nd December, we are hosting a Christmas Party which will consist of Mulled Wine as a reception drink, a festive three course dinner, coffee and mints. All followed by live entertainment to dance the night away.

Social Media update: Facebook: 681 (increase of 8), Twitter: 831 (increase of 15) & Instagram: 109 (increase of 19)

Licensing – No licencing issues have arisen in the last month.

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Town Hall Manager

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**Tavistock's
POP-UP
Party Night!**

It's time to enjoy some fabulous festive food from Oaktree Occasions' and then throw some shapes on the dancefloor at Tavistock Town Hall

*** Friday 2nd December 2016 ***
7pm to eat at 7.30pm

Just £35.00 per head
£33.00 per head for a table of 8 or more guests

**ALL OUR FOOD IS SOURCED
LOCALLY AND HOMEMADE**

Price includes

- Fully decorated hall
- Crackers & balloons
- Live music to dance the night away
- Fully licensed bar
- Glass of mulled wine on arrival
- 3 course meal

MENU

Winter Root Vegetable Soup with Thyme Croutons
Salmon and Dill Fishcakes with a Herb Mayonnaise and a Dressed Salad
Chicken Liver & Brandy Pate with Red Onion Chutney, Granary Toasts and a Dressed Salad
Pear, Date and Walnut Salad with Stilton Dressing
All served with Bread Rolls and Devon Butter

Roast Devonshire Turkey
With Sage & Onion Stuffing and Chipolata Wrapped in Bacon
Crispy Belly of Pork with Caramelised Apple and Rich Jus
Loin of Cod wrapped in Pancetta with a Creamy White Wine and Parsley Sauce
Spinach, Wild Mushroom and Pine Nut Filo Strudel with a Madeira Sauce
Roast Potatoes
Fresh Seasonal Vegetables

Christmas Pudding
'Millionaires' Salted Caramel and Chocolate Tart
Lemon Crème Brûlée with Shortbread
Individual Pavlova with Blackberry, Pear and Apple Compote
Served with Clotted Cream

Fresh Filter Coffee and Mints

Oaktree Occasions
OUTSIDE CATERING SPECIALISTS

Tavistock Town Hall
"YOUR LOCAL VIBRANT EVENTS VENUE"
01822 617232 www.tavistock.gov.uk

To book your tickets call **01822 617232** or email townhall@tavistock.gov.uk