



Tavistock Town Hall

Tavistock Town Council - Working for the local community



Town Hall Charges

1st April 2018 - 31st March 2019

For more information please contact the Town Hall Manager 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>
Wedding Ceremony and Reception <small>(Bookings for Civil Ceremonies must be made direct with Devon County Council Registration Service)</small>	Access time: 10am - Midnight (Bar closes at 11pm)	£495.00
Dinner Dances/Gala Dinners	Access Time: 12pm - Midnight (Bar closes at 11pm)	£350.00*
Evening Parties	Access Time: 6pm - Midnight (Bar closes at 11pm)	£225.00*
Exhibitions/Sales/Conferences/ Performances	Mon to Sat—Half Day (6 hours)	£125.00*
	Full Day (10 hours)	£225.00*
	Sunday & Bank Holidays - Half Day (6 hours)	£150.00*
	Full Day (10 hours)	£250.00*
Civil Ceremonies & Civil Partnerships Only <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>
Civil Ceremonies & Civil Partnerships <small>(Bookings for Civil Ceremonies must be made direct with Devon County Council Registration Service)</small>	Up to 3 hours	£95.00
Exhibitions/Sales/Conferences/ Performances	Mon to Sat—Half Day (6 hours)	£45.00*
	Full Day (10 hours)	£85.00*
	Sunday & Bank Holidays - Half Day (6 hours)	£55.00*
	Full Day (10 hours)	£95.00*
Evening Parties	Access Time: 6pm - Midnight (Bar closes at 11pm)	£125.00*

TOWN HALL KITCHEN

(An excellent facility for any caterer of your choice)

<u>Event Type</u>	<u>Additional information</u>	<u>Price (£)</u>
Wedding receptions, Dinner Dances & Gala Dinners	Full exclusive use of the kitchen, cutlery, crocery & Swansoft banquet roll (a linen alternative)	£3.50 per day guest
Basic kitchen hire	(i.e. Café for Sales fayres)	£45.00

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>
Access to Tea & Coffee Making Facilities (Cups, Saucers, Mugs, Dishwashers, Spoons & Hot Water)	For the provision of your own beverages - hirers must ensure facilities are left clean	£10.00
Tea, Coffee & Biscuits	Town Hall staff to prepare, provide and serve	£1.20 per delegate
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Event/Bar Licence Extension	From midnight - 1am (Bar closes at 12am)	£120.00
Stage Extension/Cat Walk	Comes in 4x4 blocks Full or half height of original stage	£50.00
PA System	Microphones, AMP, Loop, CD/MP3 player	£10.00
Basic lighting Rig and Spots		£15.00
DMX Moving Heads Light System x4		£25.00
Technical Support/Lighting Operator		£15.00 per hour
Portable Bar	Including additional Staff	£70.00
Event Promotion: Banners (12' x 2.6')	Weekly	£30.00
Event Promotion: Posters (5ft x 3ft)	Weekly	£20.00
Swansoft banquet roll (a linen alternative)	Round Tables - 5ft diameter Rectangular tables - 6ft x 2.6ft	£5.00 per table £2.50 per table

DEPOSITS, CANCELLATIONS and DISCOUNTS

Deposits	All room hires require a 50% deposit to secure your booking
Cancellation Charges	Cancellation charges will be applied as detailed in the Town Hall Terms and Conditions
Block Booking Discounts	10+ bookings - 5% discount (in any 12month period)
*Community & Charity Discounts	25% discount for any Community and Charity groups (to the agreement of the Management)
Other Charges	For any hour or part hour before/after the sessions, an additional charge of £20.00 per hour will be charged.
Penalty Cleaning Charges	Hirers must leave rooms in the condition they were found, any additional cleaning after an event will be charged at £25.00 per hour.

All prices are inclusive of VAT