



# Tavistock Town Hall

Tavistock Town Council - Working for the local community



## Town Hall Charges

1st April 2016 - 31st March 2017

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>
<b>Wedding Ceremony and Reception</b> <small>(Bookings for Civil Ceremonies must be made direct with West Devon Borough Council Registration Service)</small>	Access time: 10am - Midnight (Bar closes at 11pm)	£470.00
<b>Dinner Dances/Gala Dinners</b>	Access Time: 12pm - Midnight (Bar closes at 11pm)	£330.00*
<b>Exhibitions/Sales/Conferences/ Performances/Parties</b>	Mon to Sat—Half Day Full Day Sunday & Bank Holidays – Half Day Full Day	£125.00* £225.00* £150.00* £250.00*
<b>Civil Ceremonies &amp; Civil Partnerships Only</b> <small>(Bookings for Civil Ceremonies must be made direct with West Devon Borough 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 West Devon Borough Council Registration Service)</small>	Up to 3 hours	£95.00
<b>Exhibitions/Sales/Conferences/ Performances/Parties</b>	Mon to Sat—Half Day Full Day Sunday & Bank Holidays – Half Day Full Day	£45.00* £85.00* £55.00* £95.00*

### 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, crockery & Swansoft banquet roll (a linen alternative)	£3.50 per day guest
<b>Basic kitchen hire</b>	(i.e. Café for Sales fayres)	£45.00

All prices are inclusive of VAT

(PTO for Optional Extra Charges)



## 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 )</b>	For the provision of your own beverages - hirers must ensure facilities are left clean	£10.00
<b>Tea, Coffee &amp; Biscuits</b>	Town Hall staff to prepare, provide and serve	£1.20 per delegate
<b>Tea &amp; Coffee</b>	Town Hall staff to prepare, provide and serve	£1.00 per delegate
<b>Event/Bar 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	£50.00
<b>PA System</b>	Microphones, AMP, Loop, CD/MP3 player	£10.00
<b>Basic lighting Rig and Spots</b>		£15.00
<b>DMX Moving Heads Light System x4</b>		£25.00
<b>Technical Support/Lighting Operator</b>		£15.00 per hour
<b>Portable Bar</b>	Including additional Staff	£70.00
<b>Event Promotion: Banners (12' x 2.6')</b>	Weekly	£30.00
<b>Event Promotion: Posters (5ft x 3ft)</b>	Weekly	£20.00
<b>Swansoft banquet roll (a linen alternative)</b>	Round Tables - 5ft diameter  Rectangular tables - 6ft x 2.6ft	£5.00 per table  £2.50 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>Block Booking Discounts</b>	10+ bookings - 5% discount (in any 12month period)
<b>*Community &amp; Charity Discounts</b>	25% discount for any Community and Charity groups (to the agreement of the Management)
<b>Other Charges</b>	For any hour or part hour before/after the sessions, an additional charge of £20.00 per hour will be charged.
<b>Penalty Cleaning Charges</b>	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**