



Correspondence Address
Town Council Offices, Drake Road,
Tavistock, Devon, PL19 0AU
Venue Postcode: PL19 0AL

Tel: 01822 813941 | 01822 616134
Mob: 07714 222346
butchershall@tavistock.gov.uk
www.tavistock.gov.uk

BUTCHERS HALL CHARGES

1st April 2020 – 31st March 2021

For more information please contact the Town Hall & Events Manager on 01822 616134 or email: butchershall@tavistock.gov.uk

Butchers' Hall can be hired between the hours of 07.30 to 22.30 Monday to Saturday, with opening hours to the public set between 09.00 to 21.30. Please note events held on a Sunday or Bank Holiday may be subject to a change in operating and opening times as well as additional staff costs.

<u>Event Type</u>	<u>Price</u>
Prices include: Use of the tables, chairs, venue Wi-Fi, PA system, allocated heating, free unloading & loading parking arrangements, and use of the recycling area. Additional staffing charges may apply for Sundays and Bank Holidays.	
One Day Hire (7.30am - 17.00, then hourly rate applies)	£360
Three Day Consecutive Hire (7.30am - 17.00, then hourly rate applies)	£864
Five Day Hire (7.30am - 17.00, then hourly rate applies, five day consecutive & or non consecutive hire within a 12 month period)	£1,440
Pop Up Day Hire (entrance area only, up to & including the kitchenette, 7.30am - 17.00, then hourly rate applies)	£90
Pop Up Three Day Consecutive Hire (entrance area only, up to & including the kitchenette, 7.30am - 17.00, then hourly rate applies)	£216
Pop Up Five Consecutive Hire (entrance area only, up to & including the kitchenette, 7.30am - 17.00, then hourly rate applies)	£360
Additional Hourly rate for day hire	£36 (per hour)
Two to Five Hour Hire	£36 (per hour)
Half Venue One Day Hire (7.30am - 17.00, then hourly rate applies)	£216
Wedding Receptions & Evening Functions – Available under bespoke package tailored to your requirements	



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<u>In House Themed Markets & Events</u>	<u>Price</u>
<i>Prices include Wi-Fi, allocated heating, free unloading & loading parking arrangements and use of the recycling area. All hire charges are daily. Full payment is required at the time of booking.</i>	
Table Hire (6ft x 2.5ft)	£15
Pitch (2m x 3m)	£30
Pitch (3mx3m)	£36
Butcher's Hall Outside Perimeter Trading (2mx3m)	£20
<u>Optional Extra Hire Charges</u>	
Access to Tea & Coffee Making Facilities (<i>cups, saucers, mugs, spoons, dishwasher & hot water Flasks</i>)	£12
Tea, Coffee & Biscuits (<i>TTC staff to provide, prepare & serve from station</i>)	£1.20 per person
Tea & Coffee (<i>TTC staff to provide, prepare & serve from station</i>)	£1.00 per person
Event Promotion Banner Space (12' x 2.6')	£36 per week
Event Promotion Poster Space (5ft x 3ft)	£24 per week
Staging / Cat Walk (4X4 Blocks)	Available under negotiation
Technical Support	
Portable Bar	



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<u>Deposits, Cancellations and Discounts</u>	
Event Deposits	A 50% deposit is required at the time of booking (unless otherwise agreed by management)the balance due 28 days prior to the event.
Cancellation Charges	Cancellation charges will be applied as detailed in the Butchers' Hall Terms and Conditions
Other Charges	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). Authority is delegated to the Town Hall & Events Manager to agree rates for multiple venue bookings, TTC corkage and drinks packages etc.
Charity Discount	25% discount for registered charity groups is available (subject to the agreement of Management).
Community Class Rate	For a community class with no more than 35 attendees, as agreed by management a £20 per hour rate will be applied based on a maximum 3 hour hire.
Penalty Cleaning Charges	Hirers must leave Butchers' 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 Butchers' Hall, the hirer shall pay the venue the amount requested to make good or remedy any such loss or damage.

Please note all charges include VAT



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