



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 2023 – 31st March 2024

For more information please contact the Town Hall & Events Manager on 01822 617232 or
email: butchershall@tavistock.gov.uk

Event Type	Price
One Day Hire (7.30am - 17.00, then hourly rate applies)	£407.00
Three Day Consecutive Hire (7.30am - 17.00, then hourly rate applies)	£979.00
Five Day Hire (7.30am - 17.00, then hourly rate applies, five day consecutive & or non-consecutive hire within a 12-month period)	£1,631.00
Pop Up Day Hire (entrance area only, up to & including the kitchenette, 7.30am - 17.00, then hourly rate applies)	£102.00
Pop Up Three-Day Consecutive Hire (entrance area only, up to & including the kitchenette, 7.30am - 17.00, then hourly rate applies)	£244.00
Pop Up Five Consecutive Hire (entrance area only, up to & including the kitchenette, 7.30am - 17.00, then hourly rate applies)	£407.00
Additional Hourly rate for day hire	£36.00 (per hour)
Two to Five Hour Hire	£36.00 (per hour)
Half Venue One Day Hire (7.30am - 17.00, then hourly rate applies)	£244.00
Wedding Receptions & Evening Functions – Available under bespoke package tailored to your requirements	

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.



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In House Themed Markets & Events	Price
Table Hire (6ft x 2.5ft)	£18.00
Pitch (2m x 3m)	£36.00
Pitch (3mx3m) *subject to management approval	£40.00
Butcher's Hall Outside Perimeter Trading (2mx3m)	£25.00
Optional Extra Hire Charges	Price
Access to Tea & Coffee Making Facilities (cups, saucers, mugs, spoons, dishwasher & hot water Flasks)	£12.00
Tea, Coffee & Biscuits (TTC staff to provide, prepare & serve from station)	£2.00 per person
Tea & Coffee (TTC staff to provide, prepare & serve from station)	£1.50 per person
Event Promotion Banner Space (12' x 2.6')	£44.00 per week
Event Promotion Poster Space (5ft x 3ft)	£33.00 per week
Staging / Cat Walk (4X4 Blocks)	Available under negotiation
Technical Support	Available under negotiation
Portable Bar	Available under negotiation.

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.



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Deposits, Cancellations and Discounts

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 £25 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 £100 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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