



Town Hall Charges

1st April 2023 – 31st March 2024

For more information, please contact the Town Hall & Events 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

| EVENT TYPE | ADDITIONAL INFORMATION | PRICE £ |
|--|---|--|
| Wedding Ceremony and Reception (Bookings for Civil Ceremonies must be made directly with Devon County Council Registration Service) | Access time: 10am - Midnight (Bar closes at 11pm) | £612.00 |
| Dinner Dances/Gala Dinners | Access Time: 12pm - Midnight (Bar closes at 11pm) | £408.00 |
| Evening Parties | Access Time: 6pm - Midnight (Bar closes at 11pm) | £305.00 |
| Exhibitions/Sales/Conferences/Performances | Half Day (6 hours) Full Day (9.5 hours) B/Hols Additional Staff costs may be charged Three Day Hire (consecutive days) Five Day Hire (non-consecutive in a 12-month period) | £150.00 £272.00 £543.00 £1,087.00 |
| Civil Ceremonies & Civil Partnerships Only (Bookings for Civil Ceremonies must be made directly with Devon County Council Registration Service) | Up to 3 hours | £284.00 |

RUNDLE ROOM

(Prices include: exclusive hire of the Rundle Room, tables, chairs, room set up and pack down)
37ft x 16ft

| EVENT TYPE | ADDITIONAL INFORMATION | PRICE £ |
|---|---|-------------------|
| Civil Ceremonies & Civil Partnerships (Bookings for Civil Ceremonies must be made directly with Devon County Council Registration Service) | Up to 3 hours | £102.00 |
| Exhibitions/Sales/Conferences/Performances | Half Day (6 hours) Full Day (10 hours) B/Hols Additional Staff costs may be charged | £68.00 £102.00 |
| Evening Parties | Access Time: 6pm - Midnight (Bar closes at 11pm) | £305.00 |

TOWN HALL KITCHEN

(An excellent facility for any Caterer of your choice)

| EVENT TYPE | ADDITIONAL INFORMATION | PRICE £ |
|--|--|----------------------------|
| Wedding Receptions, Dinner Dances & Gala Dinners | Full exclusive use of the kitchen, cutlery, crockery & Swansoft Banquet Roll (a linen alternative) | £4.00 per day guest |
| Conference, Sales Fayres, performances etc. | Basic use of kitchen for light refreshments | £54.00 |
| Day & Evening Functions (with catering) | Full exclusive use of the kitchen, cutlery & crockery (excluding Banquet Roll) | £102.00 (up to 100 guests) |

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/hirer & must be left as found)

| EVENT TYPE | ADDITIONAL INFORMATION | PRICE £ |
|--|--|--|
| Access to Tea & Coffee Making Facilities (Cups, Saucers, Mugs, Dishwashers, Spoons & Hot Water Flasks) | For the provision of your own beverages - hirers must ensure facilities are left clean | £12.00 |
| Tea, Coffee & Biscuits | Town Hall staff to prepare, provide and serve from station | £2.00 per delegate |
| Tea & Coffee | Town Hall staff to prepare, provide and serve from station | £1.50 per delegate |
| 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 | £90 per set up & break down |
| PA System | Microphones, AMP, Loop, CD/MP3 player | £18.00 |
| Stage Lighting | | £33.00 |
| Basic lighting Rig and Spots | - | £18.00 |
| DMX Moving Heads Light System x4 | - | £30.00 |
| Technical Support/Lighting Operator | - | £18.00 per hour |
| Portable Bar | Including additional Staff | £90.00 |
| Banners (12' x 2.6') | Weekly | £44.00 |
| Posters (5ft x 3ft) | Weekly | £33.00 |
| Swansoft Banquet Roll (a linen alternative) | Round Tables - 5ft diameter Rectangular tables - 6ft x 2.6ft | £8.00 per table £5.00 per table |

DEPOSITS, CANCELLATIONS and DISCOUNTS

| | |
|--------------------------|---|
| Deposits | A 50% deposit is required at the time of booking (unless otherwise agreed by management with the balance due 28 days prior to the event (unless otherwise agreed by Management)). |
| Cancellation Charges | Cancellation charges will be applied as detailed in the Town Hall Terms and Conditions. |
| Charity Discounts | 25% discount for registered charity groups (subject to the agreement of Management). |
| Community Class Rate | For a community class (as agreed by Management) with no more than 35 attendees, a £25 per hour rate will be applied based on a maximum 3 hour hire. |
| 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. |
| Penalty Cleaning Charges | Hirers must leave the Town 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 Town Hall, the hirer shall pay the venue the amount requested to make good or remedy any such loss or damage. |

All prices are inclusive of VAT.