



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

Tel: 01822 813941 | 01822 616134
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www.tavistock.gov.uk

BUTCHERS HALL CHARGES

1st April 2019 – 31st March 2020 ***(Proposed Charges for 2019/2020)**

For more information please contact the Market Development Officer 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: exclusive hire of the venue, tables, chairs, Wi-Fi, PA system, 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 (until 17.00, then hourly rate applies)	£360 INC VAT * NO CHANGE
Three Day Hire (until 17.00, then hourly rate applies)	£864 INC VAT * NO CHANGE
Five Day Hire (until 17.00, then hourly rate applies)	£1,440 INC VAT * NO CHANGE
Pop Up Day Hire (entrance area only, up to & including the kitchenette, until 17.00, then hourly rate applies)	£90 INC VAT * NEW CHARGE
Pop Up Three Day Hire (entrance area only, up to & including the kitchenette, until 17.00, then hourly rate applies)	£216 INC VAT * NEW CHARGE
Pop Up Five Hire (entrance area only, up to & including the kitchenette, until 17.00, then hourly rate applies)	£360 INC VAT * NEW CHARGE
Additional Hourly rate for day hire	£36 INC VAT * NO CHANGE
Two to Five Hour Hire	£36 (per hour) INC VAT * NO CHANGE
Half Venue One Day Hire (until 17.00, then hourly rate applies)	£216 INC VAT * NO CHANGE



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<u>In House Themed Markets & Events</u>	<u>Price</u>
<i>Prices include Wi-Fi, 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 INC VAT * £12 inc VAT 18/19
Pitch (2m x 3m)	£30 INC VAT * £24 inc VAT 18/19
Pitch (3mx3m)	£36 INC VAT * NEW CHARGE
<u>Optional Extra Hire Charges</u>	
Access to Tea & Coffee Making Facilities (<i>cups, saucers, mugs, spoons, dishwasher & hot water Flasks</i>)	£12 INC VAT * NO CHANGE
Tea, Coffee & Biscuits (<i>TTC staff to provide, prepare & serve</i>)	£1.20 per person INC VAT * NO CHANGE
Tea & Coffee (<i>TTC staff to provide, prepare & serve</i>)	£1.00 per person INC VAT * NO CHANGE
Event Promotion Banner Space (12' x 2.6')	£36 per week INC VAT * NO CHANGE
Event Promotion Poster Space (5ft x 3ft)	£24 per week INC VAT * NO CHANGE
Staging / Cat Walk (4X4 Blocks)	Available under negotiation
DMX Moving Heads Light System (x4)	
Technical Support / Lighting Operator	
Portable Bar	



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<u>Deposits, Cancellations and Discounts</u>	
Event Deposits	A 30% deposit is required at the time of booking, with 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 £20.00 per *£36 hour will be charged. *Corkage charges to be applied to all events NEW CHARGE 19/20
Charity Discount	25% discount off the commercial rate for any registered charity groups subject to the agreement of management. *removed community group discounts for 19/20 as this has become the "norm" & in any event the venue is very competitive. Discretion on charges for groups/events may only be approved by the GM or TC.
Penalty Cleaning Charges	Hirers must leave the venue in the condition they were found, any additional cleaning after an event will be charged at £42 per hour. INC VAT *£25 per hour 18/19

Please note all charges include VAT



Tavistock Town Council
Working for the local community



Gateway to **Cornwall and West Devon mining World Heritage site**



Tavistock Town Hall

Tavistock Town Council -Working for the local community



Town Hall Charges

1st April 2019- 31st March 2020 **(Proposed charges in red)*

For more information please contact Town Hall Management 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		
Event Type	Additional information	Price (£)
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 *£540
Dinner Dances/Gala Dinners	Access Time: 12pm - Midnight (Bar closes at 11pm)	£350.00* *£360
Evening Parties	Access Time: 6pm - Midnight (Bar closes at 11pm)	£225.00* *£270
Exhibitions/Sales/Conferences/ Performances	Mon to Sat-Half Day (6 hours) Full Day (10 hours) Three Day Five Day	£125.00* *£132 £225.00* *£240 *£576 *£960
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		
Event Type	Additional information	Price (£)
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 *£90
Exhibitions/Sales/Conferences/ Performances	Mon to Sat—Half Day (6 hours) Full Day (10 hours)	£45.00* *£60 £85.00* *£90
Evening Parties	Access Time: 6pm - Midnight (Bar closes at 11pm)	£125.00* *£120

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)	£3.50 per day guest
Basic kitchen hire	(i.e. Café for Sales fayres)	£45.00 *£48

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 Flasks)	For the provision of your own beverages - hirers must ensure facilities are left clean	£10.00 *£12
Tea, Coffee & Biscuits	Town Hall staff to prepare, provide and serve	£1.20 per delegate
Tea & Coffee	Town Hall staff to prepare, provide and serve	£1.00 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	£50.00 *£90 per set up & break down
PA System	Microphones, AMP, Loop, CD/MP3 player	£10.00 *£18
Basic lighting Rig and Spots		£15.00 *£18
DMX Moving Heads Light System x4		£25.00 *£30
Technical Support/Lighting Operator		£15.00 per hour *£18 per hour
Portable Bar	Including additional Staff	£70.00 *£90
Event Promotion: Banners (12' x 2.6')	Weekly	£30.00 *£36
Event Promotion: Posters (5ft x 3ft)	Weekly	£20.00 *£24
Swansoft banquet roll (a linen alternative)	Round Tables - 5ft diameter Rectangular tables - 6ft x 2.6ft	£5.00 per table *£6 £2.50 per table *£3

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
*Charity Discounts	25% discount for registered charity groups (subject to the agreement of the Management) *removed community group discounts for 19/20 as this has become the "norm" & in any event the venue is very competitive. Discretion on charges for groups/events may only be approved by the GM or TC.
Other Charges	For any hour or part hour before/after the sessions, an additional charge of £20.00 per *£36 hour will be charged. *Corkage charges to be applied to all events
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. * Hirers must leave the Town Hall in a reasonable condition, any additional cleaning after an event will be charged at £42.00 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