



Okehampton Town Council

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Hire Fees and Charges 2022/23

The charges for Okehampton Town Council facilities are as follows for the period 1st April 2022 to 31st March 2023, the Council reserves the right to amend them at any time.

Charges for the hire of the facilities are per hour. The times stated on the booking form must include setting out and clearing up, and the venue must be vacated by the time stated.

A discount may be requested at the time of booking for regular/multiple bookings, or those which include more than one of the facilities and will be given at the discretion of the Town Clerk.

| Hourly Rates | Day (Mon-Fri 8am – 5pm) | | Evening/Weekend (5pm – 12 midnight and before 8am) | |
|-----------------------------------|----------------------------|------------|--|------------|
| | Community | Commercial | Community | Commercial |
| All charges include VAT | | | | |
| Charter Hall (including kitchen*) | £10 | £13 | £13 | £15 |
| Council Chamber | £8 | £10 | £10 | £13 |
| Committee Room | £8 | £10 | £10 | £13 |

Saturday Coffee Morning in the Charter Hall for Community Groups

8.30am to 12.30pm

£30 including VAT

Sale of Alcohol in the Charter Hall

Permission is required from the Town Council for which a fee of £20 is chargeable.

Elections

Chargeable at £240 including VAT

Ceremonies

Ceremonies can be held in the Council Chamber on a Friday afternoon and a Saturday morning. Payment for ceremonies, including the room hire, is made to direct to the Registration Team.

The Ceremony should be booked through the Devon Registration Service who can be contacted on 0345 1551002 or through their website <https://www.devon.gov.uk/registrationservice/>. The Council Chamber must be reserved separately by contacting the Town Council.

For clarification:

'Community' not-for-profit groups and organisations

'Commercial' all other organisations and businesses

***Note** – the kitchen is not classified as a full preparation kitchen, please contact the Office for clarification if you wish to use this facility for food preparation.