



Okehampton Town Council

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Hire Fees and Charges 2023/24

The charges for Okehampton Town Council facilities are as follows for the period 1st April 2023 to 31st March 2024, 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	£15	£13	£17
Council Chamber	£8	£12	£10	£15
Committee Room	£8	£12	£10	£15

* The Charter Hall 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.

Refreshment Provision

Charter Hall – refreshments are not provided by the Council

Council Chamber and Committee Room – refreshments comprising only of tea/coffee/sugar and water can be provided by the Council at the cost of £10 p/half day or £20 p/full day

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 £300 including VAT (from May 2023 elections)

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