Okehampton Town Council

Hire Fees and Charges 2027/28

The charges for Okehampton Town Council facilities are as follows for the period 1st April 2027 to 31st March 2028, the Council reserves the right to amend them at any time.

Charges for the hire of the facilities are per hour unless stated otherwise. 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 refundable deposit may be required for some bookings.

All charges include VAT	**Daytime (Mon-Fri 8am – 5pm)**		**Evening/Weekend (5pm – 12 midnight and before 8am)**	
	Community Non-profit	**Commercial** For-profit	**Community** Non-profit	**Commercial** For-profit
Charter Hall Hourly Rate	£15	£21	£18	£24
Saturday Coffee Morning 8.30am to 12.30pm (Per booking)	-	-	£36	£60
Maximum 2 per year per organisation. Only 1 booking (of the 2 per year) may be over the Christmas period (Nov/Dec)				
Elections (per day)	£350			
NHS Clinics, Blood Banks etc (per hour)	£12	-	£18	-
Use of Charter Hall Kitchen for Formal Dinners (per booking) *	£39	£42	£39	£42
Sale of Alcohol in the Charter Hall per booking **(Permission is required from the Town Council**)	£24 No glass bottles	£24 No glass bottles	£24 No glass bottles	£24 No glass bottles
Council Chamber Hourly Rate	£12	£15	£12	£21
Refreshments – comprising only of tea/coffee/sugar and hot water flasks can be provided.	£10 p/half day or £20 p/full day (Council Chamber and Committee Room only)			
Marriage and Civil Partnership Ceremonies Available Fridays 12noon – 4pm Saturdays 10am – 12noon	Payment for ceremonies, including the room hire fee of £72, is made to direct to the Registration Team. The Ceremony must be booked through the Devon Registration Service on 0345 1551002 or their website https://www.devon.gov.uk/registrationservice/ . The Council Chamber must be booked by directly contacting the Town Council on 01837 53179 or facilities@okehampton.gov.uk			
Committee Room Hourly Rate	£12	£15	£15	£21
Refreshments – comprising only of tea/coffee/sugar and hot water flasks can be provided.	£10 p/half day or £20 p/full day (Council Chamber and Committee Room only)			

HIRE OF MEETING OWL FOR USE ON COUNCIL PREMISES ONLY IS £20 P/SESSON

MUSIC Some musical activities attract a licence fee, including playing background music (e.g. from CDs, radio, phones, wireless speakers and personal subscription services), fitness classes and entertainment. These fees vary depending on the nature of the event, attendees and other factors. Please contact us for a quote to verify any possible costs. Commercial entities will need to provide their own appropriate music/entertainment licence

***The Charter Hall kitchen is not classified as a full preparation kitchen.**
Please contact the Town Council for clarification if you wish to use this facility for anything other than the serving of tea/coffee or pre-made refreshments.