



DARTMOUTH TOWN COUNCIL

VENUE HIRE CHARGES 2022 - 2023

1. Guildhall - Ballroom
2. Guildhall – Council Chamber, Clifton Room & Mayor’s Parlour
3. Market:
 - Tuesday & Friday Market Tolls
 - Saturday Market Tolls
 - Hire for Festivals & Private Functions
4. Outside Venue Hire:
 - Coronation Park
 - Royal Avenue Gardens
5. Ivy Lane

1. Ballroom Hire

Minimum of 2 hours (or at the Council's Discretion)	Monday – Friday 9am -4pm	Monday – Friday 4pm - 10pm	Monday- Friday Full day (8hrs)	Saturday & Sunday	Saturday & Sunday Full day (8hrs)
Hours: 9am -4pm	£20 per hr.				
Minimum of 2hrs hire Due to caretaker required		£50 for 2hrs		£65 for 2hrs	
3hrs hire Due to caretaker required		£75 for 3hrs		£75 for 3hrs	
4hrs hire Due to caretaker required		£100 for 4hrs		£100 for 4hrs	
5hrs hire Due to caretaker required		£125 for 5hrs		£125 for 5hrs	
6hrs hire Due to caretaker required				£150 for 6hrs	
Booking for the whole day 8hrs			£160		£246
Kitchen Hire Includes Crockery, Cups, Saucers, etc.	£40			£40	
Kitchen Hire for Coffee & Tea making facilities & dishwasher only	£10			£10	
10pm to 11pm or part thereof additional charge of £35.00 for the caretaker (after 11pm by prior arrangement) Caretaker on site from start to finish when out of hours					

An invoice will be issued for the hire of the venue. Any remedial work needed to restore any damage incurred will be invoiced after an inspection of venue.

**All applications MUST be made on the booking form, copies obtained from the Council offices
All hirers are to remove all rubbish unless by prior arrangement with the Council**

The Council requires a 50% non-refundable deposit on bookings over £100. In the event that the Council has to cancel, the Council will refund the deposit in full or should the event be rescheduled the deposit will be carried forward to the new date.

All bookings include VAT

Dartmouth Town Council voted at the Finance & General Purposes committee on Monday 24th January 2022 that for this year there is no increase to venue hire charges, therefore the fees are the same as 2021-2022

2. Council Chamber, Clifton Room & Mayor's Parlour Hire

Minimum of 2 hours (or at the Council's Discretion)	Monday – Friday 9am -4pm	Monday – Friday 4pm - 10pm	Monday- Friday Full day (8hrs)	Saturday & Sunday	Saturday & Sunday Full day (8hrs)
Hours: 9am -4pm	£15 per hr.				
Minimum of 2hrs hire Due to caretaker required		£40 for 2hrs		£40 for 2hrs	
3hrs hire Due to caretaker required		£60 for 3hrs		£80 for 3hrs	
4hrs hire Due to caretaker required		£80 for 4hrs		£100 for 4hrs	
5hrs hire Due to caretaker required		£100 for 5hrs		£120 for 5hrs	
6hrs hire Due to caretaker required				£140 for 6hrs	
Booking for the whole day 8hrs			£100		£180
Use of Servery Area Includes Crockery, Cups, Saucers, etc.	£10			£10	
10pm to 11pm or part thereof additional charge of £35.00 for the caretaker (after 11pm by prior arrangement)					

An Invoice will be issued for the hire of the venue. Any remedial work needed to restore any damage incurred will be invoiced after an inspection of venue.

**All applications MUST be made on the booking form, copies obtained from the Council offices
All hirers are to remove all rubbish unless by prior arrangement with the Council**

The Council requires a 50% non-refundable deposit on bookings over £100. In the event that the Council has to cancel, the Council will refund the deposit in full or should the event be rescheduled the deposit will be carried forward to the new date

All bookings include VAT Dartmouth Town Council voted at the Finance & General Purposes committee on Monday 24th January 2022 that for this year there is no increase to venue hire charges, therefore the fees are the same as 2021-2022

3. Market Hire

Market Tolls	Tuesday & Friday	Saturday
Low Season: FROM THE LAST FRIDAY IN SEPTEMBER TO THE FRIDAY PRIOR TO SPRING BANK (WHITSUN) HOLIDAY		
Buttermarket – White Tables	£11.00	N/A
Gazebo - Single	£14.50	N/A
Gazebo - Double	£29.00	N/A
Higher Season: SPRING BANK HOLIDAY TO LAST FRIDAY IN SEPTEMBER		
Buttermarket – White Tables	£14.50	N/A
Gazebo - Single	£17.50	N/A
Gazebo - Double	£35.00	N/A
Saturday Only		
Hire of Market (Buttermarket & Main Market, no gazebos)	N/A	£75.00
Hire per gazebo for Saturday Market	N/A	£5.00
Community Corner		
Per session (includes use of Kitchen & Equipment)	N/A	£27.50
Sessions : 09.00 -13.00, 13.00 – 17.00, 17.00-21.00		
NB: This is for Community Corner ONLY , it does not include the rest of the Market		
Events	Daily Monday - Friday	Weekend Saturday & Sunday
Festivals: Music, Food, Classic Channel Regatta & Candlelit Dartmouth	£220	£385
Private Functions (Evenings &Receptions)	£165	N/A
Other Social Events	£82.50	N/A
Hire of Tables	£5.50	
Security Deposit	£100	£150

An Invoice will be issued for the hire of the Market. Any remedial work needed to restore any damage incurred will be invoiced after an inspection of The Market.

All Saturday & event applications MUST be made on the booking form, copies obtained from the Council offices

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4. Outside Venue Hire

Royal Avenue Gardens

Session Charge if booked individually	Daily Monday - Sunday
RAG Hut	£75
RAG Gardens	£82.50
Bandstand – if booked with RAG HUT	£30.00
Bandstand per session (morning, afternoon or evening)	£30.00

Session Charge if booked together	Daily Monday - Sunday
RAG Hut, Gardens & Bandstand	£157.50
RAG Hut, Gardens & Bandstand booked for 3 days or more	£145.00

Coronation Park

Session Charge if booked for one day	Monday - Sunday
One Day Hire	£220 per day
Two Day Hire	£220 per day
Three or more Days Hire	£192.50 per day

Electricity and water will be charged as per the meter readings taken at the start and finish of the event hire of the Royal Avenue Gardens.

An Invoice will be issued for the hire of the venues. Any remedial work needed to restore any damage incurred will be invoiced after an inspection of Royal Avenue Gardens.

All applications **MUST** be made on the booking form, copies obtained from the Council offices

All bookings include VAT

All hirers are to remove all rubbish unless by prior arrangement with the Council

NB: Renting of Coronation Park is at the discretion of Dartmouth Town Council.

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5. Ivy Lane

	Monday - Sunday
Hire of Room	£12.50 per hour

An Invoice will be issued for the hire of the venues. Any remedial work needed to restore any damage incurred will be invoiced after an inspection of Ivy Lane.

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