



## **DARTMOUTH TOWN COUNCIL**

### **VENUE HIRE CHARGES 2023-2024**

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

## GUILDHALL

An Invoice will be issued for the hire of the Ballroom, Clifton Room, Council, Chamber & Mayor's Parlour.

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

## MARKET:

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

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

## RAG HUT, RAG GARDENS, BANDSTAND & CORONATION PARK

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

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.

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

Dartmouth Town Council voted at the Finance & General Purposes committee on Monday 26<sup>th</sup> September 2022 that the prices below will be used for 2023-2024 for the hire of all venues

## 1. Ballroom Hire

| <b>Minimum of 2 hours (or at the Council's Discretion)</b>   | <b>Monday – Friday 9am - 4pm</b> | <b>Monday - Friday 4pm - 10pm</b> | <b>Monday - Friday Full day (8hrs)</b> | <b>Saturday &amp; Sunday Private &amp; Business Event</b> | <b>Saturday &amp; Sunday Full day (8hrs) Private &amp; Business Event</b> | <b>Weddings</b>       |
|--|----------------------------------|-----------------------------------|--|---|---|-----------------------|
| Min 2 hrs. Hire  | £20 per hour                     |                                   |  |   |   |                       |
| Min 2hrs hire Caretaker required   |                                  | £25 per hour                      |  | £65 for 2hrs  |   |                       |
| Booking for the whole day 8hrs   |                                  |                                   | £160                                   |   | £246  | £500                  |
| Kitchen Hire Inc. Crockery, Glasses etc.   | £65                              |                                   |  | £65   | £65   | Included in Room Hire |
| Hire of Glasses for Drinks Reception only  | £1 per Glass                     |                                   |  | £1 per Glass  | £1 per Glass  | Included in Room Hire |
| Kitchen Hire only for Hot Drink making facilities & dishwasher   | £25                              |                                   |  | £25   | £25   |                       |
| Linen hire is between £65 and £150   |                                  |                                   |  |   |   |                       |
| 10pm to 11pm or part there of additional charge of £35.00 for the caretaker (after 11pm by prior arrangement)<br>Caretaker on site from start to finish when out of hours (from 4pm) |                                  |                                   |  |   |   |                       |

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

| <b>Minimum of 2 hours<br/>(or at the Council's<br/>Discretion)</b>  | <b>Monday –<br/>Friday<br/>9am -4pm</b> | <b>Monday<br/>– Friday<br/>4pm -<br/>10pm</b> | <b>Monday-<br/>Friday<br/>Full day<br/>(8hrs)</b> | <b>Saturday &amp;<br/>Sunday</b> | <b>Saturday<br/>&amp;<br/>Sunday<br/>Full day<br/>(8hrs)</b> |
|---|---|---|---|----------------------------------|--|
| Hours: 9am -4pm   | £20 per hr.                             |   |   |                                  |  |
| Minimum of 2hrs hire<br>Due to caretaker<br>required  |   | £20 for<br>2hrs                               |   | £30 for 2hrs                     |  |
| Booking for the whole<br>day<br>8hrs  |   |   | £100  |                                  | £180   |
| Use of Servery Area<br>Includes Crockery,<br>Cups, Saucers, etc.  | £10                                     |   |   | £10                              |  |
| 10pm to 11pm or part there of additional charge of £35.00 for the caretaker<br>(after 11pm by prior arrangement)<br>Caretaker on site from start to finish when out of hours (from 4pm) |   |   |   |                                  |  |

### 3. Market Hire

| <b>Market Tolls</b>   | <b>Tuesday &amp; Friday</b>      | <b>Saturday</b>                          |
|---|----------------------------------|--|
| <b>Low Season:</b> 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                                      |
| <b>Higher Season:</b> 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                                      |
|   |                                  |  |
| <b>Saturday Only</b>  |                                  |  |
| Hire of Market (Buttermarket & Main Market, no gazebos)   | N/A                              | £75.00                                   |
| Hire per gazebo for Saturday Market   | N/A                              | £5.00                                    |
|   |                                  |  |
| <b>Community Corner</b>   |                                  |  |
| Per session (includes use of Kitchen & Equipment)   | N/A                              | £27.50                                   |
| Sessions: 09.00 -13.00, 13.00 – 17.00, 17.00-21.00  |                                  |  |
| <b>NB:</b> This is for Community Corner <b>ONLY</b> , it does not include the rest of the Market          |                                  |  |
| <b>Events</b>   | <b>Daily<br/>Monday - Friday</b> | <b>Weekend<br/>Saturday &amp; Sunday</b> |
| 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                                     |

## 4. Outside Venue Hire

### Royal Avenue Gardens

| <b>Session Charge if booked individually</b>          | <b>Daily<br/>Monday - Sunday</b> |
|---|----------------------------------|
| RAG Hut   | £75                              |
| RAG Gardens   | £82.50                           |
| Bandstand – if booked with RAG HUT                    | £105.00                          |
| Bandstand per session (morning, afternoon or evening) | £30.00                           |

| <b>Session Charge if booked together</b>               | <b>Daily<br/>Monday - Sunday</b> |
|--|----------------------------------|
| RAG Hut, Gardens & Bandstand                           | £157.50                          |
| RAG Hut, Gardens & Bandstand booked for 3 days or more | £145.00                          |

### Coronation Park

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