



DARTMOUTH TOWN COUNCIL

VENUE HIRE CHARGES 2024-2025

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

Approved at the F&GP committee on Monday 24th January 2022.
Reviewed at the F&GP committee on Monday 26th September 2022.
Reviewed at F & GP committee on Monday 18th September 2023
Reviewed at Full Council on Monday 8th April 2024

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.

Reviewed at the F&GP committee on Monday 18th September 2023, these prices below be used for all venue hire 2024-2025.

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 Private & Business Event	Saturday & Sunday Full day (8hrs) Private & Business Event	Weddings
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) Caretaker on site from start to finish when out of hours (from 4pm)						

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	£20 per hr.				
Minimum of 2hrs hire Due to caretaker required		£20 for 2hrs		£30 for 2hrs	
Booking for the whole day 8hrs			£100		£180
Use of Servery Area Includes Crockery, Cups, Saucers, etc.	£10			£10	
10pm to 11pm or part there of additional charge of £35.00 for the caretaker (after 11pm by prior arrangement) Caretaker on site from start to finish when out of hours (from 4pm)					

3. Market Hire

Market Tolls	Tuesday & Friday	Saturday
All market tolls to be paid in advance. Any market tolls taken on the day are subject to a £2 levy. i.e table @ £11 would be £13		
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

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	£105.00
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 – whole park	£220 per day
One Day Hire – half park	£110 per day
One Day Hire – quarter park	£55 per day
Two Day Hire – whole park	£220 per day
Two Day Hire - half park	£110 per day
Two Day Hire – quarter park	£55 per day
Three or more Days Hire – whole park	£192.50 per day
Three or more Days Hire – half park	£96.25 per day
Three or more Days Hire – quarter park	£48.15 per day