



Okehampton Town Council

# Okehampton Town Council

## Hire Fees and Charges

The charges for Okehampton Town Council facilities are as follows for the period 1<sup>st</sup> September 2024 to 31<sup>st</sup> March 2026, 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	Commercial	Community	Commercial
<b>Charter Hall Hourly Rate</b>	£12	£18	£15	£20
Saturday Coffee Morning 8.30am to 12.30pm (Per booking)	-	-	£36	£60
Music per booking (including background CD's)	£21	Must provide own licence	£21	Must provide own licence
Elections (per day)	£350			
NHS Clinics, Blood Banks etc (per hour)	£10	-	£15	-
<b>Use of Charter Hall Kitchen for Formal Dinners (per booking)</b>	£24	£24	£24	£24
Sale of Alcohol in the Charter Hall per booking ( <b>Additional permission is required from the Town Council</b> )	£24	£24	£24	£24
<b>Council Chamber Hourly Rate</b>	£10	£14	£12	£18
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	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 must be booked through the Devon Registration Service who can be contacted on 0345 1551002 or their website <a href="https://www.devon.gov.uk/registrationservice/">https://www.devon.gov.uk/registrationservice/</a> . The Council Chamber must be reserved separately by contacting the Town Council.			
<b>Committee Room Hourly Rate</b>	£10	£14	£12	£18
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)			

**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.**

### For clarification:

'Community' not-for-profit groups and organisations  
'Commercial' business and profit-making organisations