

Booking Name	Group Name	Start Date	End Date	Room(s)
Blood Donation Session	NHS Blood Donors	Fri 03/01/2025 11:30	Fri 03/01/2025 20:30	Charter Hall
Courtney Players coffee morning registrar event	Okehampton and District Lions Club	Sat 04/01/2025 08:30	Sat 04/01/2025 12:30	Charter Hall
coffee morning Trek 26 Jurassic Coast	Trek 26	Fri 10/01/2025 14:00	Fri 10/01/2025 15:00	Council Chamber
Darts meeting	The Arts Society Dartmoor	Sat 11/01/2025 08:30	Sat 11/01/2025 12:30	Charter Hall
Blood Donation Session	NHS Blood Donors	Thu 16/01/2025 10:00	Thu 16/01/2025 12:00	Committee Room
concert in aid of Pete's Dragon		Thu 16/01/2025 11:30	Thu 16/01/2025 20:30	Charter Hall
Courtney Players set up	Okehampton and District Lions Club	Sat 18/01/2025 17:00	Sat 18/01/2025 23:59	Charter Hall
Courtney Players set up	Okehampton and District Lions Club	Sun 19/01/2025 10:00	Mon 27/01/2025 22:00	Charter Hall
Courtney Players set up	Okehampton and District Lions Club	Sun 19/01/2025 18:30	Sun 19/01/2025 22:15	Charter Hall
Clubbercise	Okehampton and District Lions Club	Mon 20/01/2025 10:00	Mon 20/01/2025 15:00	Charter Hall
Councillors surgery	clubbercise	Mon 20/01/2025 18:00	Mon 20/01/2025 20:00	Charter Hall
Wren Choir	Wren Folk Choir	Tue 21/01/2025 10:00	Tue 21/01/2025 12:00	Committee Room
Oke Rail	Oke Rail	Tue 21/01/2025 18:30	Tue 28/01/2025 21:30	Council Chamber
Courtney Players performance	Okehampton and District Lions Club	Thu 23/01/2025 09:45	Thu 23/01/2025 12:15	Council Chamber
Royal British Legion		Wed 29/01/2025 18:30	Sat 01/02/2025 22:30	Committee Room
RBL Branch coffee morning registrar event	Royal British legion	Wed 05/02/2025 09:30	Wed 05/02/2025 16:00	Council Chamber
Community links big breakfast registrar event	Community Links	Sat 08/02/2025 08:30	Sat 08/02/2025 12:30	Charter Hall
West Devon Employment Fair		Sat 08/02/2025 11:00	Sat 08/02/2025 12:00	Council Chamber
Youth Council First Aid		Sat 15/02/2025 09:30	Sat 15/02/2025 12:00	Charter Hall
Okehampton Friends of Hospicecare Coffee Morning		Sat 15/02/2025 10:00	Sat 15/02/2025 11:00	Council Chamber
Registrar Ceremony		Tue 18/02/2025 12:30	Tue 18/02/2025 19:00	Council Chamber
registrar event		Wed 19/02/2025 12:00	Wed 19/02/2025 18:00	Charter Hall
RAF Air Cadets Coffee Morning		Sat 22/02/2025 08:00	Sat 22/02/2025 12:30	Charter Hall
Blood Donation Session	NHS Blood Donors	Fri 28/02/2025 12:00	Fri 28/02/2025 13:00	Council Chamber
Inner Wheel Coffee Morning	Inner Wheel	Fri 28/02/2025 16:00	Fri 28/02/2025 17:00	Council Chamber
Friendly Circle Coffee Morning	Friendly Circle	Sat 01/03/2025 08:30	Sat 01/03/2025 12:30	Charter Hall
CGE Roadshows		Fri 07/03/2025 11:30	Fri 07/03/2025 20:30	Charter Hall
Blood Donation Session	NHS Blood Donors	Sat 08/03/2025 08:30	Sat 08/03/2025 12:30	Charter Hall
coffee morning Trek 26 Jurassic Coast	Trek 26	Sat 15/03/2025 08:30	Sat 15/03/2025 12:30	Charter Hall
Dartmoor storytelling performance		Wed 19/03/2025 09:00	Wed 19/03/2025 15:00	Charter Hall
Mayors Quiz		Thu 20/03/2025 11:30	Thu 27/03/2025 20:30	Charter Hall
1st Okehampton Scouts Coffee Morning	1st Okehampton Scout Group	Sat 22/03/2025 08:30	Sat 22/03/2025 12:30	Charter Hall
		Sat 22/03/2025 16:00	Sat 22/03/2025 22:30	Charter Hall
		Fri 28/03/2025 17:30	Fri 28/03/2025 22:00	Charter Hall
		Sat 29/03/2025 08:30	Sat 29/03/2025 12:00	Charter Hall



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	-
Use of Charter Hall Kitchen for Formal Dinners (per booking)	£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 <b>fee of £72</b> , 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



Okehampton Town Council

# Okehampton Town Council

## Property Committee **DRAFT** Terms of Reference

### **Responsibilities**

To carry out the Council's responsibilities for the following areas:

- i. Town Hall
- ii. Charter Hall
- iii. Market Hall (external fabric only)
- iv. Lower Market Hall
- v. Public Toilets at Fairplace, and Market Street
- vi. Jim the Walker Statue (Park Row/St James Street Junction)

### **Fees**

To determine and keep under review the fees and charges for the committee's services where statutory authority exists for the levying of such charges.

### **Budget**

To have authority for spending within the allocated budget.

### **Payment of Expenses**

To have authority to authorise cheque and BACS payments for all invoices and expenses **relevant to the business of the council**

### **Sale of Alcohol, Charter Hall**

To act as the Charter Hall Management Committee in relation to the sale of alcohol in the premises during events. The Chairman of the Property Committee and Town Clerk, having delegated authority to approve requests. In the event of the absence of either, the Vice-Chairman and/or Assistant Town Clerk having authority to approve the requests. All such bookings will be reported to the Property Committee at scheduled meetings.