

Chamber of Feoffees

Colyton Town Hall

Please note the booking charges below which apply from **April 1 2017** are unchanged from 2013. These are subject to annual review.

Hire Charges 2017

Type of Event	Rate per session	Additional comments
	Main Hall	
Non-Fundraising meetings	£35 per session(1)	<ul style="list-style-type: none"> - Regular bookings by local societies (x 6 per year) subject to 10% discount - Additional full/part sessions will be charged at half this rate - The Mortimer Room only is available for hire at £27 per session(3)
Charitable Fund raising events	£50 per session(1)	
Social events eg dances, weddings	£90	- <i>social events' include charity events where a charge is made by the organisers for entry</i>
Commercial/Political Use	£100	- The Mortimer Room only is available for hire at £70 per session(3)

Additional Charges

- Bar Licence	£40 (4)
- Table at entrance	£16 (5)
- Refundable deposit - where required	£100 (6)
- Storage/setting up fee overnight	£20

- **Large folding tables available for hire - each £3**
NB (Figures in brackets refer to notes overleaf)

Terms and Conditions

- (1) A session is normally regarded as a maximum five hour period for the purpose of holding a morning (08.00 – 13.00), afternoon (13.00 – 18.00) or evening event (19.00 – 24.00). Additional full/part sessions will be charged at half the standard session rate for each category
- (2) **Emergency exits – It is the hirer’s responsibility and mandatory to ensure that in case of fire or other emergency the side entrance must always be unlocked while the Town Hall is in use. When it is dark, during any part of the Booking period, the emergency exit lights in the passage must be switched on. This is to comply with our Health and Safety requirements and gives access to the disabled toilet!**
- (3) A booking for the Mortimer Room may also include use of the kitchen provided this is requested at time of booking and is subject to availability
- (4) Alcohol licences must be issued by the Feoffees – if you plan to have a bar or serve alcohol please complete the attached form and submit to the bookings secretary/caretaker at the time of booking
- (5) A table at the entrance is provisionally bookable in advance but is subject to final confirmation 2 weeks before an event (a second table will be charged at £7)
- (6) A refundable deposit is required for all social events. This will be returned after the premises have been checked following an event. Any repairs or replacements needed will be charged at full cost
- (7) The cost of setting up eg for a jumble sale and storing items in the Hall overnight will be £20.
- (8) Stage lights and sound are available (a trained operator is required.)
- (9) Cancellation charges: a 25% non-refundable deposit is required on booking; there will be a 50% charge if a booking is cancelled within 28 days and 75% if cancelled within 7 days of the event.

Background Information

- The Hall is 16.2 m long by 11.2 m wide and can comfortably accommodate 200 seated theatre style, 150 for dinner at long tables and 120 at separate 8 seater tables
- Crockery and cutlery are available for use in the Hall kitchen. Please ensure this is cleaned and put away after use and any breakages noted (a dishwasher is available). Hirers will need to bring their own glasses, table linen and tea towels
- A reception desk can be organised in the Town Hall foyer
- There is disabled access and disabled toilet facilities are available
- A public car park is available across the road from the Town Hall.

Contacts

- To make a booking please contact our bookings secretary/caretaker **Mrs Gail Jarman** on 01297 551384

- For general enquiries you may like to speak to the Bailiff, **Miss Sarah Charman** on 01297 553148.