



Brixham Town Council

Town Hall Charges

1st April 2018 – 31st March 2019

For more information, please contact Brixham Town Council on 01803 859678
Or email info@brixhamtowncouncil.gov.uk

For full details of the room hire charges, please refer to our Town Hall Booking Form and Terms and Conditions document.

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SCALA HALL

(Prices include: exclusive hire of the hall, tables, chairs, fridge and hot water urn)

Maximum Capacity: 200

The hall is available to hire 08:30 – 22:30

Your booking MUST include your setup and dismantling times

Individuals / Commercial:			
Room	Capacity	Hourly Rate	Full Day
Scala Hall	200 people	£15	£180
Community Groups & Charities:			
Scala Hall	200 people	£15	£100
Youth Groups (under 16):			
Per hour		£10	
Additional Costs:			
PRS Licence		Surcharge of 20% of hire fee if music is played	
Hallkeeper set up (optional extra)		£20 per hour	
A microwave is available on request			

FUNCTION ROOM

(Prices include: exclusive hire of the room, tables, chairs and kitchen)

Maximum Capacity: 60

The room is available to hire:

Monday to Friday 17:30 – 22:30

Saturday to Sunday: 08:30 – 22:30

Your booking MUST include your setup and dismantling times

Individuals / Commercial:

Room	Capacity	Hourly Rate	Full Day
Function Room	60 people	£15	£180

Community Groups & Charities:

Function Room	60 people	£15	£100
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Youth Groups (under 16):

Per hour	£10
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Additional Costs:

PRS Licence	Surcharge of 20% of hire fee if music is played
Hallkeeper set up (optional extra)	£20 per hour

MEETING ROOMS

(Prices include: exclusive hire of the room, tables, chairs and kitchen)
Maximum Capacity: 60

**The room is available to hire:
Monday to Sunday 08:30 – 22:30
Your booking MUST include your setup and dismantling times**

Meeting Room	Capacity	Members	Non-Members
Furzeham Room	12 people	£10 per hour	£12 per hour
Conference Room	10 people	£10 per hour	£12 per hour
Berry Room	3-4 people	£6 per hour	£8 per hour
Baker Room	4-5 people	£6 per hour	£8 per hour
Community Groups & Charity Discount:		50% on non-member fee	

Membership Level	Price per month	Facilities
Easy works	£39	5 days access to office space plus 5 hours access to meeting rooms
Flexi works	£99	15 days access to office space plus 5 hours access to meeting rooms
Anytime works	£149	Unlimited access to office space plus 5 hours access to meeting rooms
Desk works	£100	Permanent desk within a communal office plus 5 hours access to meeting rooms
Office Rental	Individual to office	Self-contained dedicated lockable office plus 5 hours access to meeting rooms

OPTIONAL EXTRA HIRE CHARGES

Meeting Rooms Only

Event Type	Additional Information	Price (£)
Access to Tea & Coffee Making Facilities	For the provision of your own beverages – hirers must ensure facilities are left clean	£10.00
Tea & Coffee	Town Council to prepare, provide and serve	£1.10 per person

DEPOSITS and CANCELLATIONS

Deposit	25% non refundable required at time of booking
Cancellation Charges	Cancellation charges will be applied as detailed in the Terms and Conditions
Balance	8 weeks prior to booking or if inside 8 weeks, at time of booking
Cleaning	£20.00 refundable deposit required at the time of booking to cover any additional cleaning / clearing up / rubbish removal that may be necessary
Crockery, Cutlery, Mugs and Glasses. Max 60 people	£150 refundable deposit, required at the time of booking to cover any breakages / missing items
Payment of hire fees & deposits	Hire fees & deposits should be paid to Brixham Town Council's bank account. Repayments of refundable deposits will be made direct to your bank.