



# Brixham Town Council

## Town Hall Charges

**1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023**

For more information, please contact Brixham Town Council on 01803 859678  
Or email [info@brixhamtowncouncil.gov.uk](mailto: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**

**PLEASE NOTE: Your booking MUST include your setup and dismantling times**

<b>Individuals / Commercial:</b>			
<b>Room</b>	<b>Capacity</b>	<b>Hourly Rate</b>	<b>Full Day</b>
Scala Hall	200 people	£15	£180
<b>Community Groups &amp; Charities:</b>			
Scala Hall	200 people	£15	£100
<b>Youth Groups (under 16):</b>			
Per hour		£10	
<b>Additional Costs:</b>			
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**

**PLEASE NOTE: 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**

**PLEASE NOTE: Your booking MUST include your setup and dismantling times**

Meeting Room	Capacity	Price per hour	Community Groups & Charities per hour
Furzeham Room	12 people	£12 per hour	£6 per hour
Conference Room	10 people	£12 per hour	£6 per hour
Berry Room	3-4 people	£8 per hour	£4 per hour

## 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

<b>Deposit</b>	25% non-refundable required at time of booking
<b>Cancellation Charges</b>	Cancellation charges will be applied as detailed in the Terms and Conditions
<b>Balance</b>	8 weeks prior to booking or if inside 8 weeks, at time of booking
<b>Cleaning</b>	£100.00 refundable deposit required at the time of booking to cover any additional cleaning / clearing up / rubbish removal that may be necessary
<b>Crockery, Cutlery, Mugs and Glasses. Max 60 people</b>	£150 refundable deposit, required at the time of booking to cover any breakages / missing items
<b>Payment of hire fees &amp; deposits</b>	Hire fees & deposits should be paid to Brixham Town Council's bank account. Repayments of refundable deposits will be made direct to your bank.