



Brixham Town Council

First Floor, Brixham Town Hall,
New Road, Brixham, TQ5 8TA

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Town Clerk: Mrs Tracy Hallett

Town Hall Charges 1st April 2023 – 31st March 2024

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

(Prices include: exclusive hire of the hall and kitchen)
Maximum Capacity: 200

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

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

Capacity	Individuals / Commercial		Community Groups / Charities	
	Hourly Rate	Full Day	Hourly Rate	Full Day
200	£20	£180	£20	£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)	£30 per hour

Kitchen Facilities	Hot water urn, toaster, fridge and microwaves
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FUNCTION ROOM

(Prices include: exclusive hire of the room 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

Capacity	Individuals / Commercial		Community Groups / Charities	
	Hourly Rate	Full Day	Hourly Rate	Full Day
60	£20	£180	£20	£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)	£30 per hour

Kitchen Facilities	Hot water urn, fridge, hob and oven
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MEETING ROOMS

(Prices include: exclusive hire of the room)

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	£15	£10
Conference Room	10 people	£15	£10
Summercombe Room	12 people	£15	£10
Berry Room	3-4 people	£10	£10

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	£100.00 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.