

SOUTH MOLTON TOWN COUNCIL

SCHEDULE OF HIRE CHARGES FOR THE TOWN HALL AND PANNIER MARKET EFFECTIVE 1 APRIL 2018

Charges are applicable Monday to Sunday.
A minimum non-refundable deposit of £5 will be requested against all bookings.
All charges are inclusive of VAT.

Room	Time Available	Community, Charity or Fundraising Group	Others
New Assembly Room	8.30am – 1.00pm	39.00	44.00
	1.00pm – 5.00pm	33.00	39.00
	5.00pm – Midnight	83.00	94.00
Old Assembly Room or Town Hall (Court Room)	8.30am – 1.00pm	28.00	33.00
	1.00pm – 5.00pm	22.00	28.00
	5.00pm – Midnight	44.00	50.00
Kitchen & All Facilities	8.30am – 1.00pm	17.00	22.00
	1.00pm – 5.00pm	17.00	22.00
	5.00pm – Midnight	17.00	22.00
Mayor's Parlour (See Note 8)	By arrangement	At the Mayors Discretion	At the Mayors Discretion
Any or all Rooms	8.30am – Midnight (One Day)	220.00	253.00
Any or all Rooms	5pm Friday – Noon Sunday	352.00	413.00
Any or all Rooms (See Note 6)	After Midnight	39.00	39.00
Pannier Market	Weekdays	110.00	132.00
	Sundays	61.00	110.00
Performing Rights Fee (See Note 7)		28.00	28.00

Continued over ...

Notes:

- 1) Please note that the bar is permanently positioned in the New Assembly Room but may be permitted in the Old Assembly Room if hirers wish.
- 2) The hire charge per room includes the hire of tables, chairs, use of the bar, piano or public address system. All requirements should be clearly stated on the booking form and agreed with the Market & Property Services Supervisor prior to the event.
- 3) The Hirer must indicate on the booking form whether any music will be played and whether it will be live or recorded.
- 4) All invoices will be subject to an additional 10% charge in respect of Hirer's Liability Insurance, to include loss or damage occasioned to buildings and contents, unless the hirer has previously advised the Town Council that they have their own insurance cover.
- 5) Outside hire of trestle tables or chairs – the hirer must make arrangements to collect and return these with the Market & Property Services Supervisor. A charge for such hire must be agreed with the Market & Property Services Supervisor.
- 6) Locking Up Fee – this fee is charged if any booking continues after midnight.
- 7) Performing Rights Fee – this fee is charged for all bookings which are open to the public where live or recorded music is played.
- 8) The Mayors Parlour – The Hirer must obtain permission from the Mayor in Office prior to any booking being made and a fee agreed if applicable.
- 9) The Lift will be made available for use during all functions, unless the hirer advises that it is not required.
- 10) The Pannier Market can be made available for parking if no other event is taking place there. Please advise the Market & Property Services Supervisor if you require this facility.

Contact:	South Molton Town Council (Office)	Tel: 01769 572501
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	Market & Property Services Supervisor	Tel: 01769 572252
		Fax: 01769 574008