



Hire Charges

April 2023 to April 2024

All prices are subject to VAT at the current rate (20%)

* The first price applies to hirers within the PL15 postcode area and charitable organisations

The second price is for non-local or commercial organisations

MAIN HALL

20m x 12m Maximum Capacity: 180 Dining, 300 Theatre Style, 450 Standing or 36x6' tables for markets/sales

GENERAL HIRE	9am – 1pm	1pm – 5pm	6pm - midnight	After midnight (per hour)
Monday - Thursday	£40* / £47	£40* / £47	£78* / £93	£29* / £34
Friday	£40* / £47	£40* / £47	£95* / £114	£29* / £34
Saturday - Sunday	£51* / £60	£51* / £60	£107* / £127	£29* / £34
OTHER HIRE				
Commercial Auctions			£128	
Exhibitions, Sales, Craft Fairs, (9am – 5pm).			£135* / £161	
Reservation of Main Hall for evening preceding an event			Monday to Thursday £56* / £67 Friday to Sunday £61* / £73	

GUILDHALL

9m x 4.5m Maximum Capacity: 24 Conference Style, 50 Theatre Style, 100 Standing

	9am – 1pm	1pm – 5pm	6pm - midnight
Monday - Friday	£56* / £67	£56* / £67	£67* / £82
Saturday - Sunday	£85* / £101	£85* / £101	£96* / £114
Auctions (Monday – Friday)	£85	£85	£101

OTHO PETER SUITE

One Room 4.5 x 4m Maximum Capacity: 12 Conference, 24 Theatre Style
 Both Rooms 4.5 x 8m Maximum Capacity: 18 Conference, 40 Theatre Style, 80 Standing

ONE ROOM	9am – 1pm	1.30pm – 5.30pm	6pm - midnight
Monday - Friday	£23* / £27	£23* / £27	£34* / £41
Saturday - Sunday	£34* / £41	£34* / £41	£51* / £60
BOTH ROOMS	9am – 1pm	1.30pm – 5.30pm	6pm - midnight
Monday - Friday	£40* / £47	£40* / £47	£61* / £73
Saturday - Sunday	£51* / £60	£51* / £60	£73* / £87

DUNHEVED BAR AND KITCHEN

4.5m x 4m (Carpeted Area)

	9am – 1pm	1.30pm – 5.30pm	6pm - midnight
Monday - Sunday	£40* / £47	£40* / £47	£40* / £47
Hire as part of a function		£29* / £34	
A machine in the Dunheved Bar supplies freshly ground coffee and hot chocolate at £1 per cup.			

WEDDING RECEPTIONS

(EXCLUSIVE HIRE OF MAIN HALL, GUILDHALL, OTHO PETER SUITE, DUNHEVED BAR & KITCHEN)

For Wedding Receptions please ask for our Wedding Pack

WEDDING CEREMONIES

Bookings for Civil Ceremonies must be made with Cornwall Registration Service. Please contact the Registration Officer on 0300 1234 181. The cost of Civil Ceremonies will be payable direct to the Registration Service.

ADDITIONAL HIRE CHARGES

All room hire charges include Wi-Fi, tables, chairs, & basic set up of rooms as requested on booking form
Main Hall hire includes access to 4.2m x 8m stage (108cm high), changing room, coat rail & hangers, basic audio package (choice of 2 microphones: Lapel/Wired Handheld/Wireless Handheld/Headset/Desktop plus CD & USB media playback). Dunheved Bar and Kitchen hire includes access to kitchen equipment, crockery, cutlery, glasses.

Access to Tea and Coffee Making Facilities: <i>(provision of your own consumables - Hirers must leave facilities clean)</i>	£10* / £12
Basic Buffet: Sandwich, savoury pastry, salad, crisps, cake and fruit	£8.95 per head
Tea, Coffee & Biscuits	£2 per head
Tea & Coffee	£1.50 per head
Main Hall Screen and Projector (6.5m x 4m screen)	£25
Portable Screen and Projector	£10
Portable PA System	£10
Use of Digital Piano (Casio Celviano 620)	£10
Linen Hire (round tablecloths only)	£9.50 per tablecloth
Phonographic Performance Limited and Performing Rights Society (PPL & PRS United for Music) Charges (Most music is subject to a fee)	Please see separate information sheet
Removal of Stage Extension	£26
Use of Orchestra Pit	£26
Basic Stage Lights: <i>A choice of basic, white stage washes.</i>	£10* / £20
Scene Setter Lighting: <i>A range of lighting settings operated by a handheld tablet device. Includes a choice of stage washes (including warm, white and coloured washes), coloured wall washes and dance/party lights.</i>	£30* / £50
Complete Lighting: <i>Requires suitably trained lighting technician.</i>	£50* / £80
Installation and Use of Main Hall Fairy Light Canopy	£100
Use of Fairy Light Canopy (when already in situ)	£15
Complete Sound System: <i>Requires suitably trained sound engineer</i>	£55* / £80
Lighting Operator/Sound Engineer / Technician (re-position of lighting)	POA
Additional Waste: <i>Please see item (11) in 'Conditions of Hire'.</i>	£20

BAR

When alcohol is to be sold as part of a large event the organisers will be required to use the services of a licensee (a list can be provided) to run the bar unless agreed otherwise with the Town Clerk. Organisers will be able to sell alcohol on a limited scale for smaller events. The Premises Licence runs from 9am-12 midnight (0030 New Year's Eve). The Town Clerk is the Premises Supervisor and holds a Personal Licence on behalf of the Town Council.
If you are serving alcohol as part of your hire you will need to complete our 'Operating a Bar' agreement.

DEPOSITS, CANCELLATIONS, DISCOUNTS AND PENALTY CHARGES

Deposits	All hires 25% payment on booking. Weddings and large public functions full payment 6 weeks prior to event. Users of the complete sound or lighting system will pay £75 refundable deposit if not using technicians arranged by Launceston Town Council.
Security Deposits	£250 may be required for larger events.
Cancellation Charges	Cancellation charges as detailed in the Terms and Conditions.
Committee Meetings	Non-profit community groups may be eligible for a concessionary rate of £10 for committee meetings

Hirers must leave rooms in the condition they were found. A penalty charge of £25 per hour will be applied for cleaning after an event.