



OTTERY ST. MARY TOWN COUNCIL
CHARGES FOR THE LETTING OF OFFICE SPACE AND HIRE OF MEETING
ROOM/COUNCIL CHAMBER.

OFFICE SPACE

Each room will be carpeted and fitted with basic office equipment, an electric heater is fitted. Electricity is remotely metered and will be charged at cost. Service charge will include cleaning of common areas, heating and lighting of common areas and use of kitchen. There will be no parking available.

OFFICE	AREA	RENT
Office 1	192sq ft @ £11 per sq ft	£2400 + electricity + VAT
Office 2	240sq ft @ £11 per sq ft	£3000 + electricity + VAT
Office 3	192sq ft @ £11 per sq ft	£2400 + electricity + VAT
Office 4	240sq ft @ £11 per sq ft	£3000 + electricity + VAT
Office 6	69sq ft @ £14 per sq ft	£1200 + electricity + VAT
Office 7	90sq ft @ £14 per sq ft	£1400 + electricity + VAT

In addition, all rooms will be subject to NNDR (National Non-Domestic Rates) payable to East Devon District Council

MEETING ROOM/COUNCIL CHAMBER HIRE

Heating and lighting are included, tea and coffee making facilities are available

No parking is available

Hire charge for local charitable and voluntary organisations. £5* per hour inc VAT

Commercial organisations £20 per hour + VAT
(3 hours min)

**The CEO shall determine whether the hire charge should be imposed, depending on the individual circumstances of any organisation who may seek an exemption of fees*

All hirers will be required to provide confirmation of their public liability insurance at the time of booking a room(s)