

## HIRE CHARGES AND CONDITIONS ATTACHED TO THE USE OF ROOMS

A Booking Form must be completed and submitted to the Letting Secretary. Only bookings confirmed in writing by the Letting Secretary will be valid.

### HIRE CHARGES

#### ROOMS

	Main Hall		Upstairs Rooms
	daytime per half day	evening	Day and evening
<b>Members</b>	£25	£33	£15 per half day
<b>Non-Members</b>	£35	£60	£10 per hour minimum £15.00

N.B. The booking of the Main Hall **DOES NOT** include use of the adjoining lounge.

#### KITCHEN

General use £5                      Full Facilities £12

#### SECTIONS

All rooms and all times		prices per person			
Under 60's	£1.10	Over 60's	70p	Under 18's	55p

#### SPECIAL EVENTS

	Weddings		Christenings	Children's Parties 12yrs and under
	11.00am-6.00pm	6.00pm-11.00pm	Daytime(upto5pm)	Daytime (upto 5pm)
<b>Member</b>	£100	£100	£35	£25
<b>Non-Members</b>	£140	£140	£45	£35

#### PARTIES

NB We do not accept bookings for 18th and 21st birthday parties.  
We do not offer bar facilities for children's parties

**COMMERCIAL RATES AND EVENTS NOT COVERED ABOVE e.g. Slimming Clubs, Dance Classes Companies** On request

#### PAYMENT FOR LETTINGS (see overleaf)

#### CONSIDERATION FOR OTHERS

Please leave the room clean and tidy and take away any unused food. There are sweeping brushes in the beer store by the telephone and rubbish bins outside. **The room must be put back as you found it before you leave**

Please leave quietly at the end of the event

#### SAFETY

Maximum room capacities: Main Hall 70                      All other rooms 25-30

(These numbers must not be exceeded)

Fire Exits must be unimpeded at all times.

Fire extinguishers are situated in the passage outside the main hall

Hirers must agree to identify fire exits and toilet facilities to all users.

#### MUSIC

Music is allowed in the Main Hall but amplified music must be at a reasonable noise level acceptable to other users of the building and must be situated at the end of the hall closest to the lounge. **All music MUST end at 11 pm.**

#### DAMAGE

Hirers are responsible for the cost of repair of any damage done to any part of the premises or the fixtures and fittings. Please report these as soon as possible.

February 2019

**SEDGEFIELD ARTS AND COMMUNITY ASSOCIATION CIO**

**Ceddesfeld Hall, Rectory Row, Sedgefield. TS21 2AE**

Charity Registration Number 1161621

**Website: [sedgefieldsca.org.uk](http://sedgefieldsca.org.uk)**

**Ceddesfeld Hall Room Booking Form**

**Letting Secretary: David and Wendy Gill, 8 Boyne Court, Sedgefield, TS21 2AW.  
Tel:01740 620206; e-mail: [gillwendy@hotmail.co.uk](mailto:gillwendy@hotmail.co.uk)**

<b>NAME:</b> _____ (Mr/Mrs/Miss/Ms/Other
<b>ADDRESS:</b> _____
_____ <b>Post Code::</b> _____
<b>E-mail:</b> _____ <b>Tel No:</b> _____

**Section Name/Organisation** (if appropriate): \_\_\_\_\_

**SCA member** YES/NO

**Private Hirer** YES/NO

<b>ROOM(S) REQUIRED:</b>
<b>HALL</b> <b>KELL</b> <b>OLDHAM</b> <b>SWINHOE</b> <b>CHETWYND</b> <b>KITCHEN</b>
<b>Date:</b> _____
<b>Time*:</b> From: _____ am/pm To: _____ am/pm
<b>Room to be used for:</b> _____
<b>Anticipated numbers:</b> _____
<small>* This is the time you need access and the time you will be expected to leave the building. NB If you require the building to be opened twice there will be an extra charge of £5</small>

**BAR**

Do you require Bar services? **YES/NO**      If YES you must complete the separate form and return it to the letting Secretary.

**N.B. All alcohol consumed on the SCA premises must be purchased from the Bar.**

**MUSIC**

Are you intending to have music? **YES/NO**      If YES what kind? \_\_\_\_\_

**OTHER**

Bouncy Castles **only** in Ceddesfeld Grounds by permission from the Town Council (not allowed inside Ceddesfeld Hall)

**CEDESFELD GROUNDS**

These belong to Sedgefield Town Council. If you wish to use them please contact the Town Clerk on 01740 621273

**Please return this form to the Letting Secretary at their home address (details above)  
The booking will be held for 14 days and confirmed on receipt of a completed booking form and a non-refundable deposit of 25% of the fees. (Sections exempt). If this is not received the booking will be automatically cancelled. (Cheques made payable to Sedgefield Community Association).  
The final payment must be made one week before the event.**

***I have read and understood the conditions relating to the booking (see overleaf) at Ceddesfeld Hall and agree to abide by these conditions.***

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_