

Ceddesfeld Hall Room Booking Form (Events)

SEDFIELD ARTS AND COMMUNITY ASSOCIATION CIO

Ceddesfeld Hall, Rectory Row, Sedgfield. TS21 2AE Charity No;116162

Website: sedgfieldsca.org.uk

Contact: Wendy Gill, 8 Boyne Court, Sedgfield, TS21 2AW.

Tel:01740 620206; e-mail: gillwendy@hotmail.co.uk

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

Organisation (if appropriate): _____

SCA member YES/NO

ROOM(S) REQUIRED:				
HALL	OLDHAM	SWINHOE	CHETWYND	KITCHEN
Dat(s): _____				
Time: From: _____ am/pm To: _____ am/pm				
Room to be used for: _____				
Anticipated numbers: _____				
NB If you require the building to be opened twice there will be an extra charge of £5				

HIRE CHARGES

KITCHEN

General use £10

Full Facilities £20

SPECIAL EVENTS

	Christenings	Children's Parties 12yrs and under*
	Daytime(upto5pm)	Daytime (9.00am-1.00pm or 1.00-5.00pm)
Member	£50	£40
Non-Members	£60	£50

COMMERCIAL RATES AND EVENTS NOT COVERED ABOVE e.g. Music events, Slimming Clubs, Exercise Classes, Dance Classes, Other Classes, Private Commercial Companies ON REQUEST

BAR

Do you require Bar services? **YES/NO** If YES you must complete the separate form and return it to the Bar Chairman Tony Guest.at 10 The Meadows or e-mail: tony.guest66@yahoo.com

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

***The bar is not available for children's parties**

MUSIC

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

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**

CONDITIONS ATTACHED TO THE USE OF ROOMS

A Booking Form must be completed and submitted to the Letting Secretary, together with a 25% non-returnable deposit. Only bookings confirmed in writing by the Letting Secretary will be valid.

Sedgefield Community Association reserve the right to refuse any booking.

A privacy notice is available on the website

Payment can be cash or cheque to the above address (cheques payable to Sedgefield Community Association CIO) or by bank transfer details: Sedgefield Community Association CIO; sort code 20-82-23 account number 73442543

PARTIES

NB We do not accept bookings for 18th and 21st birthday parties.

We do not offer bar facilities for children's parties

CONSIDERATION FOR OTHERS

Please leave the room clean and tidy and take away any unused food. There are sweeping brushes in the cupboard in the corridor 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

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.

All SCA Policies are available to read on the notice board in the entrance hall of Ceddesfeld hall

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 immediately

OTHER

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

CEDDESFELD GROUND

The SCA does not own Ceddesfeld Gardens 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) or by e-mail. 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. Payment methods listed above 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: _____