

Ceddesfeld Hall Room Booking Form

SEDGEFIELD ARTS AND RECREATION COMMUNITY ASSOCIATION CIO
Ceddesfeld Hall, Rectory Row, Sedgefield. TS21 2AE Charity No;116162
Website: sedgefieldsca.org.uk

Contact: Wendy Gill, 8 Boyne Court, Sedgefield, TS21 2AW.
Tel:01740 620206; e-mail: gillwendy@hotmail.co.uk

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

Section Name/Organisation (if appropriate): _____

SCA member YES/NO

ROOM(S) REQUIRED:
HALL KELL OLDHAM SWINHOE CHETWYND KITCHEN
Date(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

ROOMS

	Main Hall		Upstairs Rooms
	daytime per half day	evening	Day and evening
Members	£30	£40	£20 per half day/even
Non-Members	£45	£80	£30 per half day/even

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

KITCHEN

General use £10 Full Facilities £20

SECTIONS

All rooms and all times	price per person £1.00
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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.

MUSIC

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

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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. The SCA reserves the right to refuse any booking.

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

A privacy notice is available on the website

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 on 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

(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.

All SCA policies are available to read on the notice board in the entrance 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 GROUNDS

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 details above. The final payment must be made one week before the event.

I have read and understood the conditions relating to the booking at Ceddesfeld Hall and agree to abide by these conditions.

Signature: _____

Date: _____