

**Ceddesfeld Hall Room Booking Form**  
**SEDFIELD ARTS AND COMMUNITY ASSOCIATION CIO**  
 Ceddesfeld Hall, Rectory Row, Sedgfield. TS21 2AE Charity No;116162  
 Website: [sedgfieldsca.org.uk](http://sedgfieldsca.org.uk)

**Contact: David and Wendy Gill, 8 Boyne Court, Sedgfield, 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>Dat(s):</b> _____					
<b>Time:</b> From: _____ am/pm To: _____ am/pm					
<b>Room to be used for:</b> _____					
<b>Anticipated numbers:</b> _____					
NB If you require the building to be opened twice there will be an extra charge of £5					

**HIRE CHARGES**

**ROOMS**

	<b>Main Hall</b>		<b>Upstairs Rooms</b>
	<b>daytime per half day</b>	<b>evening</b>	<b>Day and evening</b>
<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**

<b>All rooms and all times</b>		<b>prices per person</b>	
Under 60's	£1.00	Over 60's	70p
		Under 18's	50p

**SPECIAL EVENTS**

	<b>Weddings</b>		<b>Christenings</b>	<b>Children's Parties 12yrs and under</b>
	<b>11.00am-6.00pm</b>	<b>6.00pm-11.00pm</b>	<b>Daytime(upto5pm)</b>	<b>Daytime (upto 5pm)</b>
<b>Member</b>	£100	£100	£40	£30
<b>Non-Members</b>	£140	£140	£50	£40

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

## **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. Only bookings confirmed in writing by the Letting Secretary will be valid.

## **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 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.

## **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)

## **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:** \_\_\_\_\_