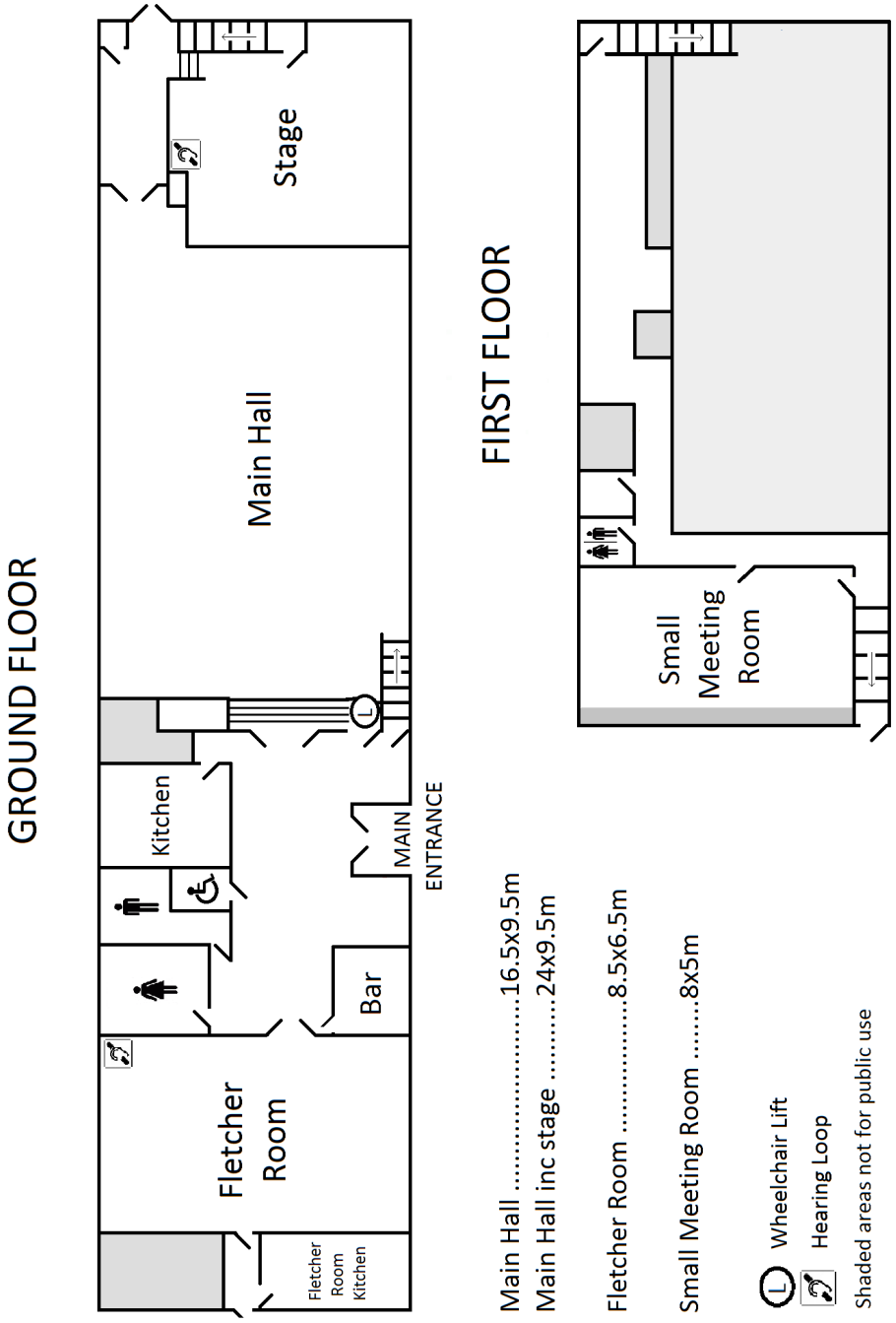

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Sedgefield Town Council

Parish Hall User Policy

Information for all users

The contents of this Policy are applicable to all Parish Hall Users and are rules which have been determined by the Town Council. Any questions/enquiries relating to the information in this Policy or general hire of the Parish Hall please contact the Town Council. Please note that any breach of the rules contained in this Policy could lead to further Hall hire requests being refused.

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Fees – Outside Group/ Organisation/Visitors

For outside groups/organisations/visitors, the following charges apply:

		Main Hall	Fletcher Room	Small Meeting Room
Business meeting, Club meeting, Class, Church service, Rehearsal	1 hour	£24	£21	£21
	Session (2-5 hours)	£36	£26	£26
	Half Day (6 hours)	£72	£51	£51
	The Fletcher Room kitchen can be hired in conjunction with the Fletcher Room for £6			

Activities not listed above are charged at the same rate as local groups/ organisations/community benefit. Please see table to the left.

The Council may make an additional charge for any expenses incurred in engaging the Police or other personnel to preserve order prior to, during or after the period of hire.

We reserve the right to charge for disposing of excess rubbish or for rubbish not left in a manner convenient for disposal.

You will be responsible for the cost of replacing lost property and/or repairing any damage.

The hire fees table can also be found on the Town Council's website on www.sedgefieldtowncouncil.gov.uk. For more information, contact the Town Council on 01740 621 273 or email Julia@sedgefieldtowncouncil.gov.uk.

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Fees – Local Group/ Organisation/Community benefit

		Main Hall	Fletcher Room	Small Meeting Room
Business meeting, Club meeting, Class, Church service, Rehearsal	1 hour	£19	£16	£16
	Session (2-5 hours)	£27	£19	£19
	Half Day (6 hours)	£54	£37	£37
From 1st September 2017, the Fletcher Room kitchen can be hired in conjunction with the Fletcher Room for £4				
Coffee Morning		£29	£24	
Craft Fayre	Half Day (6 hours)	£65		
	Full Day (up to 12 hours)	£119		
Commercial Sales	Half Day (6 hours)	£77		
	Full Day (up to 12 hours)	£153		
Concert, Play/Panto, Evening Dance, Fundraising, Fashion Show, Social		£65	£46	
Private Events (Party, Baby Shower, Funeral, Christening, Baptism)		£51	£36	
		(Full building)		
Wedding (until 6pm)		£290		
Reception/Evening Dance/ Concert		£119		
Election (daily rate)		£510		

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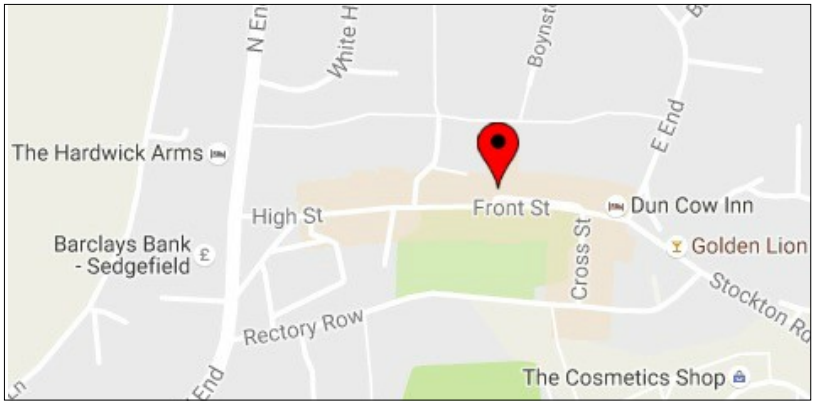
Contact



Parish Hall address:

Sedgefield Parish Hall, 19 Front Street, Sedgefield, TS21 3AT

Contact details:

If you require additional information/clarification or wish to return a booking form please contact the Town Council through the following means:

In person The Town Council offices are open to the public
Monday - Tuesday 9am - 12 noon
Wednesday 9am - 1pm
Thursday - Friday 9am - 12 noon

By post Sedgefield Town Council Offices, 13 Front Street, Sedgefield TS21 3AT

By phone 01740 621 273

By email julia@sedgefieldtowncouncil.gov.uk

Website www.sedgefieldtowncouncil.gov.uk

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The Parish Hall

The Parish Hall was founded in 1849 as a Mechanics Institute and later rebuilt as the Institute of Literature and Science in 1895. The building has undergone a number of structural changes throughout the years but the front elevation remains the same. In 1970/80s the rear extension was added to the building, providing the car park entrance, an office that was once used by the Town Clerk and the Fletcher Room as it is known now.

The building was extensively refurbished in 2008 following a community consultation. The Fletcher Room and former council office to the rear were modernised in 2017 to create a self-contained area with a new kitchen.

The Parish Hall features on Sedgefield's Heritage Trail, a tour of the historic town, and lies within Sedgefield's Conservation Area.

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Fire Exits

There are 3 fire exits in the building:

- Opposite the kitchen in the foyer leading out to the car park
- To the left of the stage leading onto Front Street
- Through the Fletcher Room and out into a small area leading up the steps to the car park

Alcohol

If you wish to use the bar on premises to sell alcohol during your booking, you must request permission from the Council when filling out the booking form. You will be contacted no later than 1 month after the booking form has been completed with confirmation.

Whilst all bookings that include alcohol are covered within the building's Premises License, we request that regular users who use the bar several times a year hold their own Personal Alcohol License. For more information on this, please get in touch.

You are responsible for overseeing the sale of alcohol on the premises during your booking. You must apply the Think 25 policy when serving behind the bar and providing alcohol throughout the building. Do not remove the Think 25 posters from the foyer whilst the bar is in use.

Users wishing to bring alcohol from elsewhere to consume on the premises during an organised event are welcome to do so.

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Regular Users

A ‘Regular User’ is a group or individual who uses the Parish Hall 8 or more times a year. Regular Users must follow all policies outlined previously in this document and the following additional policies that apply specifically to Regular Users.

- Regular Users are required to complete a booking form on an annual basis in the Autumn of each calendar year.
- Invoices for Regular Users will be issued at the end of each month and must be paid in full within 30 days of receipt.
- If you hold the same event regularly with no changes to equipment, one risk assessment provided at the start of the year will cover all subsequent bookings.
- You cannot purchase or install equipment in the Parish Hall without permission from the Town Clerk. Any equipment installed in the Hall is for communal use.
- There are storage cupboards available for Regular Users which can be agreed upon annually when the booking form is completed. These cupboards are located upstairs in the Small Meeting Room. There are a limited number available and priority will be given based on the number of times a group uses the Hall.
- Users will not be let in to the building outside of their booking times without prior arrangement with Council Staff.

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Purpose of Policy

This Policy is for all Parish Hall users and prospective hirers. It details the facilities available and the rules that must be followed when using the Parish Hall. The Policy gives more information on how to observe the terms and conditions of hire which you have agreed to, as well as providing guidance and tips to ensure you and others share a great experience.

Key points:

Be respectful of the Parish Hall and its users.

You take responsibility for your time in the Hall and as such, we ask that you take care when using our facilities. The Hall is a valued part of our community and we hope to share that joy with future generations so please be respectful of any equipment and all users.

Leave the Hall in a clean and tidy state.

It is your obligation to ensure the Hall is left in a tidy, presentable and usable condition. At the end of your booking please return any chairs and tables to where you found them and clean up any food, rubbish and general mess created during your time in the building.

Complete all booking documents.

Please make sure all booking documents provided to you are completed and returned to the Town Council with the required notice prior to your booking.

Take note of the health and safety information as it is your duty to share the information with all other users in your party.

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Main Facilities

Main Hall:

Approx. 10m x 27m
Capacity 120 (theatre style seating) or 90 (seated around tables)
21 rectangular tables—8 small, 6 medium, 7 large

A large stage and top quality dancefloor makes the Main Hall suitable for large meetings, weddings, concerts, plays and social events.

A projector and simple lighting is available to all. Specialist audio and stage lighting equipment are available for use by professional sound/ lighting engineers. Users are required to bring their own microphone.

There is disabled access into the Main Hall via a platform lift which allows access for wheelchairs and buggies. There is also a hearing loop on the stage. Please note there is no disabled access on to the stage.

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- There must be consideration at all times for other users i.e. those using the Hall at the same time, before or after your booking.
- It is an offence to interfere in any way with the electrics and/or electrical equipment in the building. Anyone found doing so will be prosecuted.
- Bookings that include beer barrels/pumps must put down a protective floor covering to ensure no damage occurs in the event of a leak.
- You must ensure that all doors are kept closed to ensure noise will be contained within the Hall and reasonable consideration must be given to the nearby residents.
- No banners can be attached to the exterior of the Parish Hall without the permission of the Town Council. Permission must be sought for each request as historic agreement does not automatically mean future approval will be given. Such requests must be made in writing with sufficient time as all banners are to be attached by the Council's contractor and the cost will be invoiced to the group involved.
- The Town Council holds full Public Liability Insurance, however, the Council does not have insurance for your own planned activity and any accidents and claims which may arise out of use of your equipment/ catering/event etc. You should consider whether you require your own insurance.
- It is the responsibility of you/your group to ensure that DBS checks are undertaken on all people running groups who use the Parish Hall and where there is any possibility that children/young people or vulnerable adults may be present/attend or be involved in any way.

Any person or group found to be in breach of the above rules will be issued with a formal warning or charged a fee by the Town Council. The Council reserves the right to refuse future hire requests.

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Parish Hall Rules

- The Parish Hall must be left in a clean and tidy state.
- All audio systems used within the Main Hall and Stage area must go through the noise limiter in the Parish Hall. There can be no exception to this rule as this will compromise the Parish Hall's Premises Licence.
- There is to be no free-standing storage left on site. Any free-standing storage found by the Council will be removed from the premises.
- Do not deposit any rubbish, furniture or equipment on the Parish Hall grounds. Any items found by the Council will be removed and any costs will be invoiced to the user group involved.
- Do not move furniture between rooms. There are chairs and tables provided in each room for the capacities stated. Exceeding the capacity of a room is a health and safety hazard.
- The maximum capacity figures stated in this Policy must be adhered to in order to comply with the Parish Hall's Premises Licence. If it is found that the capacity figures have been exceeded, further hall hire requests for the hirer may be refused.
- Do not leave external equipment in the building overnight unless cleared with the Council before the booking date.
- Food is not allowed in the Hall's Small Meeting Room.
- Nothing must be stuck (by whatever means) to the walls, windows or doorframes in any area of the Parish Hall.

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Fletcher Room:

Approx.
10m x 6.5m
Capacity 40 (standing) or 20 (seated)

Ideal for meetings, birthday parties, coffee mornings, baby showers, and group activities/ classes.

Includes screen, kitchen hatch and hearing loop facilities.

This room was refurbished in 2017 to transform the old bare-brick walls and mixed flooring into a smart, modern and versatile facility for the community. This refurbishment included new windows, flooring, plastering, decoration, ceiling, insulation, heating, soundproofing and damp-proofing work.

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- At the end of your event our Parish Hall Caretaker or Security Officer will return to close the Hall and activate the security alarm. Please ensure that you finish your event by the time you stipulated on your booking form.
- The hirer is responsible for ensuring the area of the Hall which they are hiring is left in a tidy state with no damage. Users are expected to return tables and chairs to the appropriate areas after use (unless special arrangements have been made). Do not leave the Hall in a state that will impact the quality of or prevent the start of bookings that occur after yours.
- There will be no keys supplied to any Users. If you wish to gain access to any locked areas in the Hall, make sure this is specified during the hire form. The member of staff opening the building will be informed of your requirements and will provide you with access only to the facilities that you have requested during the booking procedure.
- If you need to bring equipment or items into the Parish Hall for your event such items must be brought into the building by the entrances from the car park or the fire doors on Front Street. Please take care when using the front doors in order to minimise disruption to nearby residents.
- If your event over-runs and Council staff have to wait for you then you will be charged an additional fee to cover their time.
- Users wishing to access the specialist sound and lighting equipment in the Main Hall must hire a professional sound or lighting technician. A copy of their public liability insurance must be provided during the booking procedure.

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Opening and Closing

Parish Hall Opening and Closing Arrangements:

- Please ensure when booking the Hall that the times you state for opening and closing allow enough time for you to set up and clear away from your event. There will be no free clean up/preparation time the following day so please plan accordingly.

  Please note: the latest closing time is midnight. You must ensure that your event ends with enough time to allow for clearing up before midnight. The deadline of leaving the Hall by midnight must be adhered to with consideration given to nearby residents.

- The Parish Hall is opened and closed by the Town Council's Parish Hall Caretaker or Security Officer.

- It is important that the times which you stipulate on your booking form are adhered to. Town Council staff will be instructed to open the Parish Hall in accordance with the time on your booking form and will wait for 10 minutes for you to arrive. If no-one arrives 10 minutes after the requested time, the Hall will be closed and there is no guarantee that it can be re-opened upon your delayed arrival.

- If your booking ends earlier than anticipated you do not need to wait until a member of Council staff arrives but instead leave by the exit and drop the latch on the door ensuring the building is securely locked.

- Hirers can only use those areas of the Parish Hall which they have hired. If it is found that other areas of the Hall have been used an invoice will be issued for additional hire costs.

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Fletcher Room Kitchen

Approx.
4.5m x 2.5m
This modern kitchen houses an oven, hob, microwave, dish washer, boiler, fridge and freezer

Note: this room is only available for use in conjunction with the Fletcher Room

Small Meeting Room **1st Floor**

Approx.
8m x 4.5m
Capacity 30
or 16 (meeting style seating)
4 trestle tables

This quiet and cosy room is ideal for smaller meetings, events or groups.

Note: There is no disabled access to the Small Meeting Room.

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Reception Area and Bar:

This includes a bar facility complete with cooler cabinets ideal for storing your own wine and beer. Barrels and draught beers are allowed on the premises but must be removed from the building at the end of the booking i.e. no alcohol can be stored in the Hall. Users are required to lay a protective covering on the floor underneath barrels. It is your responsibility to clean up any mess created by barrels and draught beers.

A limited number of glasses are available for use and can be found in the main kitchen but we recommend that you hire glasses for your booking.

Sale of alcohol permitted subject to approval by the Town Council. If you intend to sell alcohol (which includes providing free alcoholic drinks at any event where people have paid to attend), you must have a Personal Alcohol License. Certain individuals or organisations known to the Town Council may be able to use the Hall's Licence on a one-off basis.

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- You will need to list any equipment you plan to bring into the Hall on the hire form. If you intend to bring any substantial equipment into the Hall, a risk assessment form will be provided to you during the booking procedure. A copy must be returned to the Town Council no later than 2 weeks before the date of hire.

- If you hold the same event more than once with no changes to equipment, one risk assessment form can be used for all subsequent bookings.

- For future bookings, there must be a 30 minute minimum gap between bookings using the same area of the Hall to allow cleaning and to ensure there is no overlap between users. Existing regular bookings may be exempt from this rule where users have pre-existing arrangements between themselves.

- There is no sub-hiring allowed.

- If you require sole access to the kitchen or bar area, please state this during the booking procedure otherwise you will be expected to share, if necessary, with other users.

- Please take into consideration any time required to set up or pack away when making your booking as this time will need to be included in the slot you pay for. There will be no free clean up time provided the following day.

- Public Holiday bookings are at the discretion of Council Staff and Parish Hall Security Officers.

- For Parish Hall bookings which span across two or more days, the user will be required to book the hall/Fletcher Room/entire building in the interim period OR take down sets/clear the area in between their consecutive bookings to allow other bookings to take place.

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Booking Procedure

How to Make a Booking:

- A booking form must be completed and returned to the Council Offices giving as much notice as possible of the intent to hire to ensure availability. Minimum notice of the intent to hire is no later than 7 days before the hire date. Emergency bookings can be made at the discretion of the Council Staff.
- If you intend to sell alcohol in the building, you will need to request permission from the Council during the booking procedure.
- By signing the hire form, you are entering into a contract with the Town Council and agreeing to pay the appropriate charge for the hire. If you wish to cancel your booking then this must be done so in writing giving as much notice as possible but not less than 7 clear days otherwise the full cost of hire will be charged.
- No times or rooms can be changed (other than in exceptional circumstances) later than 7 days before the hire date as the Parish Hall Booking Lists are issued to the Town Council's Parish Hall Caretaker, Cleaner and Security Officer who have responsibility for opening / closing the Hall.
- The hirer must be over 18 years of age.
- If your desired booking conflicts with another event already booked in to another room in the Hall, you may be asked to re-schedule your event.
- Young people's birthday parties are permitted in the building up until the age of 11yrs.

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Kitchen:

This includes a stove cooker, fridge, freezer, kettle, water boiler and a glass washer. A limited number of wine, pint, half pint and flute glasses are available and can be found in the cupboards for use free of charge, however, these glasses will not be replaced once damaged.

The glass washer is suitable for washing glasses with a cycle of 2-3 minutes after which baskets should be immediately removed so as to allow the glasses to dry. Full operation instructions for all equipment is located in the kitchen area.

The kitchen also has a limited amount of crockery but it is advisable to ask your caterer to bring their own for all larger events.

Note: whilst intended use of the kitchen must be specified during the booking procedure, you may be asked to share the kitchen with others.

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Other Facilities

The following free of charge facilities are also available:

Toilets:

Downstairs there is a female toilet, male toilet and a disabled toilet accessible via the foyer. There is one unisex toilet upstairs and a separate room with two wash basins.

Lift:

There is a platform lift into the Main Hall which allows access for wheelchairs and buggies. Full instructions for the lift are clearly displayed on the wall behind it.

Equipment:

Instructions for any equipment is located on or near the piece of equipment. If you would like somebody to demonstrate how to use a particular piece of equipment you can arrange this during the booking procedure.

Please Note: Users who wish to use the specialist stage lighting or sound equipment MUST hire a lighting or sound engineer to work the mixing controls during their booking.

All audio equipment and instruments must plug into sockets that go through the noise limiter. This will stop the music if it is too loud.

Cleaning:

Brushes and black sacks are located in the Kitchen for use when tidying up the room you have been in. Washing up liquid and sponges are provided in the kitchen for cleaning purposes. A brush and shovel can be found behind the kitchen door.

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Health and Safety

When you hire the Parish Hall it is your responsibility to share the following information with those attending your event:

- The Fire Assembly point is outside the Doctor's Surgery.
- Never cover up/turn off any fire equipment, emergency lights or block fire exits.
- No smoking or vaping anywhere in the building. Naked flames and candles are also not allowed.
- There are First Aid boxes located in each kitchen.
- All accidents must be recorded on forms provided and the Council be informed.
- External equipment brought into the Hall needs to meet health and safety and fire regulations. Electrical appliances must have evidence of safety testing.
- The Council cannot be held responsible for any loss or damage to users' property that is stored inside the building.
- If you wish to see a copy of the Parish Hall's risk assessment form, please contact the Council.

Ensuring everyone's health and safety when using the Parish Hall is essential. The Hall's Fire Evacuation Plan is displayed in the Reception Area.

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