



## Sedgefield Town Council



# Sedgefield Parish Hall User Policy

The contents of this policy are applicable to all Parish Hall users and are rules which have been determined by Sedgefield Town Council. For 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.

Version	Adopted:	Officer Responsible
4.0	13.03.2023	Town Clerk

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## Contact



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**        [jane@sedgefieldtowncouncil.gov.uk](mailto:jane@sedgefieldtowncouncil.gov.uk)

**Website**        [www.sedgefieldtowncouncil.gov.uk](http://www.sedgefieldtowncouncil.gov.uk)

Please note: Sedgefield Parish Hall has no official social media. All correspondence will be issued through Sedgefield Town Council.

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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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## 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 sound system is available to all. Microphones can be hired from the town council. Specialist audio and stage lighting equipment is available for use by professional sound/lighting engineers.

There is disabled access into the Main Hall via a platform lift and a hearing loop is in operation in conjunction with the sound system.

Please note: there is no disabled access on to the stage.



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## **Fletcher Room:**

Approx.

10m x 6.5m

Capacity 40  
(standing) or  
30 (seated)

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

Includes a wall-  
mounted screen  
with HDMI  
connection for  
laptop / digital  
presentations.

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, furniture, soundproofing and  
damp-proofing work.



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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, freezer and a hatch into the Fletcher Room.



**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).  
5 trestle tables

This quiet and cosy room is ideal for group meetings, small workshops and classes.



**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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## **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 as well as standard crockery and cutlery which can be found in the cupboards and drawers for use free of charge, however, these will not be replaced once damaged and it is advised that you source your own crockery and cutlery for private and larger events.

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. Dish cloths and tea towels are not provided so you may wish to supply your own.

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 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 equipment are 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.**

### **Microphones:**

A handheld, lapel and table mic can be hired from the council office for a £20 cash refundable deposit. Please stipulate this on your booking form.

### **Wi-fi:**

Wi-fi is available throughout the Hall. Log-in: STC-Guest and password: SedgefieldParishHall!

### **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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## Sound Limiter

Noise in the Parish Hall's main hall is regulated by a sound limiter. The sound limiter is set to 95dB as stipulated by the Parish Hall's License with consideration to the adjoining residential property and other residential properties that may be affected by excess noise.

If noise exceeds 95dB, the sound limiter will cut the electricity supply to the musical equipment and will remain off for 30 seconds or so.

A 95dB limit is suitable for string quartets, jazz trios and acoustic acts but may present an issue for rock and pop bands due the types of instruments used.

It is recommended that any musical acts visit the premises in advance of events to ensure they are aware of the 95dB limit and to decide if their act is suitable for the building. There will be no charge for musicians to visit the premises in advance for a sound check.

If live music is an important part of your evening and you intend to have a full band/concert/gig, you may find this venue is not suitable and you may need to find a venue without a sound limiter or a dedicated music venue located in a more suitable position for loud music.

All audio systems used within the Main Hall and stage area must go through the sound limiter in the Parish Hall and as such, all sockets are wired through the sound limiter.

**There can be no exception to these rules as this will compromise the Parish Hall's Premises Licence. Any users found to be bypassing or tampering with the sound limiter will be refused all future bookings and may be prosecuted.**

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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
- From 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.

All bottles and glass items remaining from an event in the Hall must be removed from the premises. There is a glass recycling facility at Sainsburys.

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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, alarm panels, 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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## Booking Procedure

- A booking form and risk assessment 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.
- 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.
- 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 up until the age of 11yrs.
- There is no sub-hiring allowed.
- 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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## Opening and Closing

- 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 Town Council staff who may only be contacted in an emergency, i.e. please check the Town Council noticeboard in the lobby area before calling the emergency number as there will be a callout fee charged if information required is already on the noticeboard. A called out fee is £25 and will be added to the hire invoice.
- 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. If your event over-runs and Council staff have to wait for you then you may be charged an additional fee to cover their time.
- 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.
- 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.

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## Parish Hall Rules

- The Parish Hall must be left in a clean and tidy state. 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 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, including the external bin area behind the Fletcher Room. 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.
- Users are encouraged to limit their use of single-use plastics in the building and to be considerate with use of electricity. Please switch off lights when rooms are not in use.
- Users are expected to return tables and chairs to the appropriate areas after use (unless special arrangements have been made).
- Nothing must be stuck (by whatever means) to the walls, windows or doorframes in any area of the Parish Hall.
- It is an offence to interfere with or remove in any way the electrics or electrical equipment in the building. Anyone found doing so will be prosecuted.

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- Please do not remove any notices or yellow navigational signage within the building as these are crucial for new users and dementia visitors.
- 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.
- 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.
- 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.**

**CCTV is in operation in the Parish Hall.**

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## External/User Equipment

- The hirer may bring into the Hall any equipment necessary to successfully run their booking/event and such equipment should be noted in the relevant section of the booking form.
- Equipment/staging may not be left erected/set up outside of the specified booking time unless this has been arranged with the council before hand as this may impact other bookings. If another booking is impacted by equipment/staging left in the hall, the hirer will be charged for the cost of the impacted booking.
- Do not leave external equipment in the building overnight unless cleared with the Council before the booking date.
- If the hirer wishes to leave equipment/staging erected between bookings, a request must be submitted to the council for each separate occasion and if approved, the user may be required to book the room in the interim period if other bookings are likely to be lost as a result.
- Any equipment left in the building outside of the stipulated booking time is done so at the hirer's own risk.
- The council will not be held responsible for any damage caused to user's equipment left in the hall unsupervised.
- If equipment is brought into the Parish Hall for an event, such items should be brought into the building by the entrance from the car park. If such equipment is to be used on the stage, it may be brought in via the fire doors on Front Street, however, please take care when using the front doors in order to minimise disruption to nearby residents.

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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 'regular' user 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.
- You cannot purchase or install equipment in the Parish Hall without permission from the Town Clerk. Any equipment installed in the Hall by any persons becomes the property of the town council and is for use by all community groups and Parish Hall users.
- 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.
- Regular Users will not be let in to the building outside of their booking times without prior arrangement with Council Staff.
- 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.

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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	£22.00	£19.00	£19.00
	Session (2-5 hours)	£30.00	£22.00	£22.00
	Half Day (6 hours)	£59.00	£42.00	£42.00
The Fletcher Room kitchen can be hired in conjunction with the Fletcher Room for £5.50				
Coffee Morning		£33.00	£27.00	
Craft Fayre	Half Day (6 hours)	£72.00		
	Full Day (up to 12 hours)	£132.00		
Commercial Sales	Half Day (6 hours)	£85.50		
	Full Day (up to 12 hours)	£168.50		
Concert, Play/Panto, Evening Dance, Fundraising, Fashion Show, Social		£73.00	£51.00	
Private Events (Party, Baby Shower, Funeral, Christening, Baptism)		£56.00	£41.00	
		(Full building)		
Wedding (until 6pm)		£320.50		
Reception/Evening Dance/Concert		£132.00		
Election (daily rate)		£153.00 (plus staff costs for opening/closing)		

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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
<b>Business meeting, Club meeting, Class, Church service, Rehearsal</b>	1 hour	£27.00	£24.00	£24.00
	Session (2-5 hours)	£41.00	£29.00	£29.00
	Half Day (6 hours)	£80.00	£56.00	£56.00
	The Fletcher Room kitchen can be hired in conjunction with the Fletcher Room for £7.50			

A full list of hire fees for outside groups/organisations/visitors can be found at [www.sedgefieldtowncouncil.gov.uk/hire-fees/](http://www.sedgefieldtowncouncil.gov.uk/hire-fees/)

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.

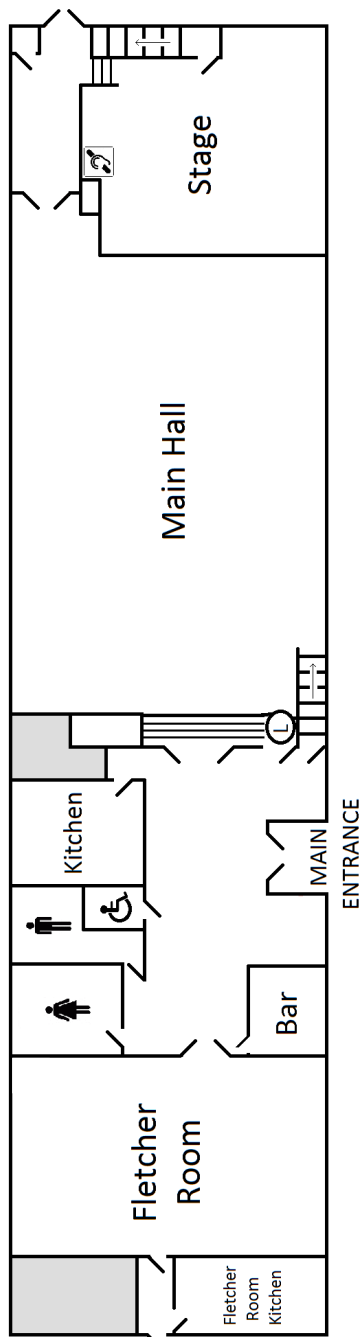
We reserve the right to charge for disposing of excess rubbish or for rubbish not left in a manner convenient for disposal.

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

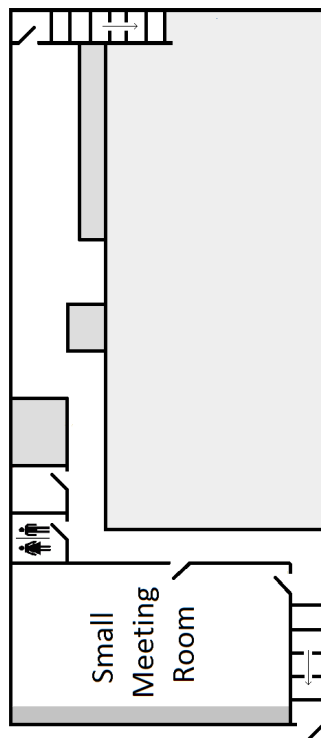
The hire fees can also be found on the Town Council's website, in the council office and Parish Hall. For more information, contact the office on 01740 621 273 or email [jane@sedgefieldtowncouncil.gov.uk](mailto:jane@sedgefieldtowncouncil.gov.uk).

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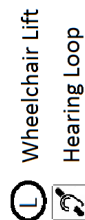
# GROUND FLOOR



# FIRST FLOOR



Main Hall .....	16.5x9.5m
Main Hall inc stage .....	24x9.5m
Fletcher Room .....	8.5x6.5m
Small Meeting Room .....	8x5m



Shaded areas not for public use

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