



## Sedgefield Parish Hall Booking Form

Sedgefield Town Council Offices,  
13 Front Street, Sedgefield, Co Durham, TS21 3AT  
Phone: 01740 621273 | Email: jane@sedgefieldtowncouncil.gov.uk

Please fill in all applicable information.

### HIRERS DETAILS

Name	
Organisation/Business	
Address	
Postcode	
Telephone	
Email	

### BOOKING DETAILS

Date of Hire			
Event Times		to	
Hire Times		to	
Purpose of Booking			
Areas to be Hired			
<div style="display: flex; justify-content: space-around;"> <div>Main Hall <input type="checkbox"/></div> <div>Fletcher Room <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-around;"> <div>Small Meeting Room <input type="checkbox"/></div> <div>Fletcher Room Kitchen <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-around;"> <div>Bar <input type="checkbox"/></div> <div>Full building (excluding bar) <input type="checkbox"/></div> </div>			
Do you require the stage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you require the main kitchen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will instructing take place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Note: Proof of Instructor Indemnity Insurance required.			
What equipment will be brought into the building?			
Note: The Town Council accept no responsibility for damage caused by/to hirer's equipment			

## ALCOHOL

Will alcohol be provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will alcohol be sold?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Note: The sale of alcohol on the premises will incur a surcharge of £25.		

## MUSIC

Will recorded music be played?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will live music be performed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ticket Price		
Date tickets will go on sale		
Capacity of Event		
Note: Use of music will incur a music licence fee as detailed in the User Policy. Please refer to the PRS/PPL Music Licence section of the User Policy to understand the likely charge for your event and an explanation of why the above information must be collected. Religious events or private parties are exempt from music licence fees.		

## TECHNICAL FACILITIES

Facilities Required	
Basic Overhead Lighting <input type="checkbox"/>	Projector <input type="checkbox"/>
Specialist Sound & Lighting <input type="checkbox"/>	Hired Microphones (£20 Deposit) <input type="checkbox"/>
Name of Lighting Technician	
Name of Sound Technician	
Note: Proof of Technician Insurance required.	

I confirm that I / the organisation I represent have received the Parish Hall User Policy with this booking form and will comply and be bound by the rules and regulations detailed within.  
I declare that I am over 18 years of age.

Signature	
Date	



## Sedgefield Parish Hall Risk Assessment

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It is advisable that you carry out your own risk assessment each time you use the Hall. These forms must be returned to the Town Council Office with your Booking Form.

Name			
Organisation/Business			
Purpose of Booking			
Date of Booking			
Booking Times		to	

Please ensure that: -

- Attendees are aware of the health and safety information detailed in the Parish Hall User Policy
- All trailing cables are appropriately secured to prevent a trip hazard
- Only one extension cable is to be used between the socket and electrical equipment in use (do not plug an extension cable into an existing extension block)
- All staging, flats and props are properly secured to prevent falling / collapsing and should have no nails / splinters etc. which would cause injury
- All equipment / furniture or other brought into the hall is in good working order
- All fire exits remain completely accessible
- All using the hall are aware of emergency exits and fire alarm points

I / we have carried out a fire and safety risk assessment as above and confirm that all reasonable action has been taken to minimize all risks during the booking period.

Signature	
Date	

## COUNCIL USE ONLY

### CHARGES

Cost of Hire	
Alcohol Sales (£25 surcharge)	
Music Licence Fee	
Total Cost	

The following documentation has been received

Instructors Insurance	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Public Liability Insurance	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Lighting Tech. Insurance	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Sound Tech. Insurance	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
PRS/PPL Requirements	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>

Date Mic. Deposit Received	
Date Payment Received	

Do not process this application without the required forms and payment.

Approved	
Date	