



Sedgefield
Town Council



Sedgefield Parish Hall User Policy

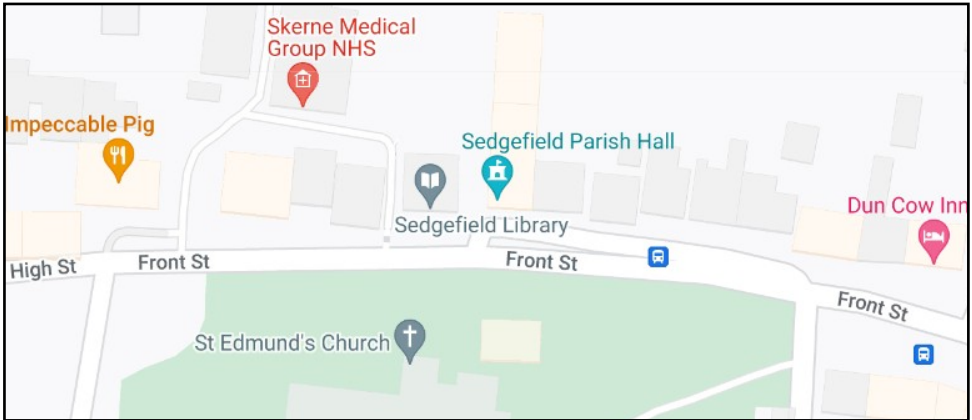
The contents of this policy are applicable to all Parish Hall users and are rules which have been determined by Sedgefield Town Council. For any questions or enquiries relating to the information within this policy or general hire of the Parish Hall please contact us directly.

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Contacts



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

Contact details:

If you require additional information 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

Website 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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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 opposite as it is your duty to share the information with all other users in your party.

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Fire, Health & 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. The building's risk assessment can be viewed upon request.
- External equipment brought into the Hall needs to meet health and safety and fire regulations. Electrical appliances must have evidence of safety testing by a competent person.
- 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.

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

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

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Bar & Alcohol Sales

If you will be selling alcohol during your booking, you must clearly state this on the booking form. You will be contacted no later than 1 month after the booking form has been completed with confirmation. A £25 surcharge will be applied to any booking that includes the sale of alcohol.

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.

Please ensure that the cooler doors are firmly closed when in use.

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. Removal of the posters and failure to carry out age verification will result in refusal or future booking requests.

Users wishing to bring alcohol from elsewhere to consume during an organised event are welcome to do so. Alcohol may be provided for free during your booking (e.g. glass upon arrival) without the need to hire the bar.

If alcohol is provided and/or consumed during your booking, please be mindful that the Parish Hall is in a residential area. Please ensure that attendees do not cause a noise nuisance or disturbance when leaving the premises at the end of your event.

All bottles and glass items remaining from an event in the Hall must be removed from the premises. The nearest glass recycling point is in the car park in Sainsbury's, Salter's Lane.

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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 an agreement is made with the council to do so, 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 users' 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.
- We reserve the right to charge for disposing of excess rubbish left at the end of your booking 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 to the building that has occurred during your booking.

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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 13yrs.
- 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 callout 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 so it will not 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.
- 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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PRS/PPL Music Licence

PRS/PPL Music Licence:

The Parish Hall holds a PRS/PPL music licence which permits the use of live and recorded music within the building. The licence is regulated through the submission of quarterly reviews, with each applicable booking incurring a licence fee retrospectively. The fee for each event is calculated by PRS/PPL on a particular tariff and for live music, requires box office information. Full reporting criteria must be fulfilled by users to enable future bookings to be permitted.

We have created the below fee categories based on the relevant tariffs, our previous review information and guidance from our PRS/PPL account manager. The categories allow us to add your music licence charge to your invoice in advance of your booking* so that you can budget accordingly.

LIVE MUSIC

| | |
|---------------------------------|-----|
| Expected box office £1- £600 | £20 |
| Expected box office £600 -£1200 | £40 |
| Expected box office over £1200 | £60 |

RECORDED MUSIC EVENTS (charged at fixed annual tariff rates)

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Public recorded music events e.g. karaoke, disco, evening dance to recorded music plus non-ticketed live music events e.g. live entertainment at a members-only group | |
| Less than 100 attendees | £14.19 |
| Over 100 attendees | £17.78 |
| | |
| Fashion shows, exhibitions and trade shows | £48.06 |
| Aerobics / Fitness Classes | £2.02 |
| Dance Classes | £1.29 |

Religious events and private parties e.g. birthdays are exempt from charges.

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For live music bookings, in addition to the information we will obtain prior to your booking, we will also need to submit a full setlist for your event. This is to ensure that you are not being charged if the event does not include copyrighted music. A copy of the setlist form will be supplied to you prior to your booking and may be submitted in the week prior to or after you booking.

For pantomimes and events that fall under Tariff V, a discount can be applied for and we will be unable to calculate your charge in advance. We will work with you directly to obtain the necessary information and ensure you get the discounted rate

*Regular users will see the music licence fee appear itemised on their next monthly invoice following the event.

Noise 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. 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 you/your musical act visit the premises in advance of booking to decide if the building is right for the type of event and music to be performed.

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.

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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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 specifically for 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 in the Small Meeting Room for an annual charge of £62.50 for a half-cupboard and £125 for a full cupboard. Electrical items should be tested by a competent person and a COSHH list presented where applicable.
- A charge of £50 will be enforced per week for items left around the building or stored outside of the users' allocated cupboard.
- 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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Hire Charges

| | | Main Hall | Fletcher Room | Small Meeting Room |
|------------------------------------------------------------------------------------|----------------|-----------|----------------------|--------------------|
| | | | | |
| General Use meetings, work-shops, classes, re-hearsals & coffee mornings | Under 2 hours | £42.50 | £32.50 | £32.50 |
| | 2 - 6 hours | £56.00 | £39.00 | £39.00 |
| | 6-11 hours | £111.00 | £74.00 | £74.00 |
| | | | | |
| Craft Fayre & Commercial Sales | Up to 6 hours | £161.00 | £161.00 | |
| | | | | |
| Small Private Parties | Up to 6 hours | £106.00 | £72.50 | |
| | | | | |
| | | | Full building | |
| | | | | |
| Large Non-Ticketed Events | Up to 6 Hours | £135.00 | | |
| | Up to 12 hours | £269.00 | | |
| Large Ticketed Events | Up to 6 Hours | £157.50 | | |
| | Up to 12 hours | £316.00 | | |
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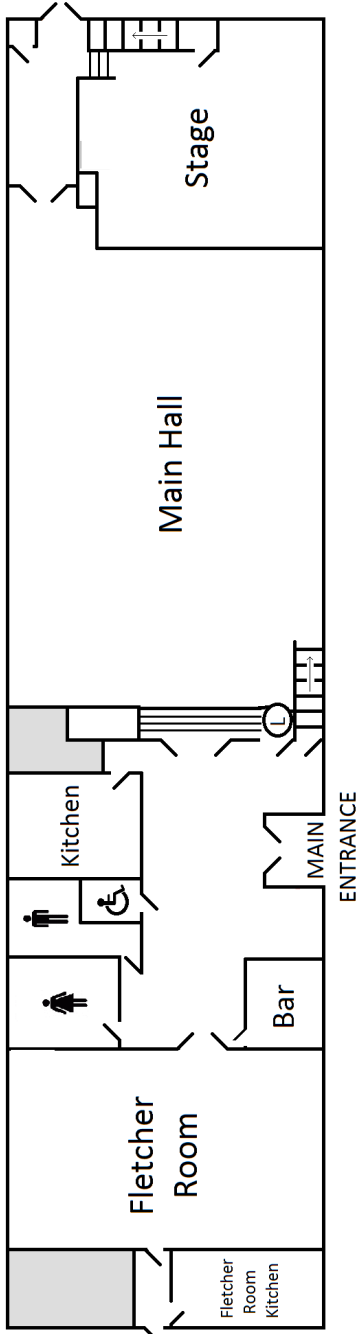
The Fletcher Room Kitchen can be hired in conjunction with the Fletcher Room for £11.

For outside groups/organisations/visitors, the hire fees are double.

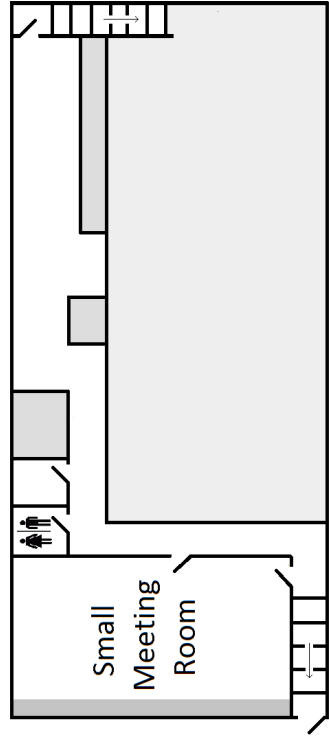
Visit sedgefieldtowncouncil.gov.uk/SedgefieldParishHall for the full fees list.


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GROUND FLOOR



FIRST FLOOR



 Wheelchair Lift

Shaded areas not for public use

Main Hall 16.5x9.5m

Main Hall inc. stage 24x9.5m

Capacity 120 theatre-style or 90 around tables

Fletcher Room 8.5x6.5m

Capacity 30

Small Meeting Room 8x5m

Capacity 16 (seated)

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