

The Trust

Sewards End Village Hall Trust was established in 1934 to provide "Social, Educational and Recreational facilities" for the residents of the village. The hall, opened in 1995, exists first and foremost to continue that covenant.

The hall is held in trust on behalf of the residents of Sewards End and is registered as a charity with the charity commissions of England and Wales.

How to Hire the Hall

Sewards End Village Hall is available for general hire. This leaflet provides guidance on the process for hiring, what you can expect when you hire, what is required of you and some guidance on the use of the facilities. The current tariff is available as a separate leaflet.

The hirer is responsible for ensuring that the conditions of hire are understood and complied with. If you need any clarification, please ask before hiring.

You may make enquiries and provisional reservations by contacting the Bookings Secretary (see the tariff insert).

To make a firm booking, please complete the form and send to the Bookings Secretary with the hiring fee. Payment can be made by bank transfer or cash .

Standard Conditions of Hire

1. The Hirer will be responsible during the hiring for the supervision of the premises, its fabric and contents, their care and safety from damage, however slight or change of any sort. Also the behaviour of all persons using the premises whatever their capacity including proper supervision of car parking so as to avoid obstruction of the highway. The hall is a no smoking venue. The Hirer must enforce this.
2. At the end of the hiring the Hirer is responsible for leaving the premises in a clean and tidy condition, properly locked and secured unless otherwise

directed. Any contents temporarily removed from their usual positions must be properly replaced.

All rubbish must be removed from the site. If these conditions are not met the Committee may apply an additional charge.

3. The Hirer shall not sublet or use the premises for any unlawful purposes or in any unlawful way, nor do anything to bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.
4. The Hall is not a licenced premises. Alcoholic drinks may be served free but no sale of alcoholic drinks may be undertaken unless the Hirer has obtained a Temporary Event Notice in accordance with the Licencing Act 2003. Please contact Uttlesford District Council if necessary. No event may be advertised stating the availability of any alcoholic drinks (whether free or not) without the prior permission of the management committee.
5. The Hirer shall indemnify the committee for the cost of repair of any damage done to the property including the curtilage thereof of the contents of the buildings which may occur during the period of hiring as a result of the hiring. In the event of the hall or any part thereof being rendered unfit for use by the Hirer the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
6. If the Hirer wishes to cancel the booking and the Committee is unable to find a replacement booking, the question of the payment shall be at the discretion of the Committee.
7. Hirers must be 18 years of age or older.
8. Max. permitted capacity 100 people
9. Sound equipment. Maximum permitted decibel output 80 dB. Sound limitation equipment is installed and may damage your equipment if exceeded.

Sewards End Village Hall

Radwinter Road
CB10 2LG

Guide for Hirers



Sewards End Village Hall Trust
Registered with the Charity Commissioners of
England and Wales

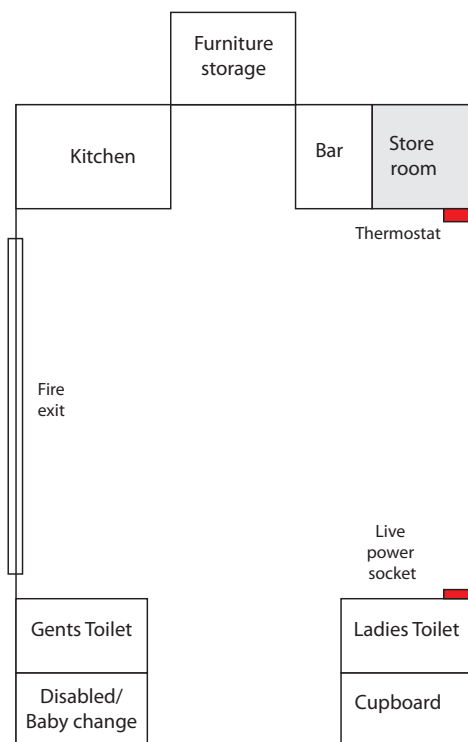
Notes for Hirers

Facilities

- Modern kitchen with electric cooker, microwave, fridge, dishwasher, sinks, use of crockery and cutlery (30 place settings)
- Bar area with fridge and sink
- Tables and chairs
- Ladies, gents and accessible toilets (disabled cubicle includes baby change facilities)
- Free Wifi
- Adjacent to village green with children's play area

Please bring your own:

- Tea towels
- Bin bags
- Glasses



Tables and chairs

Tables and chairs are stacked in the cupboard at the far end of the hall. Hirers are responsible for setting out the furniture in the hall and re-stacking and storing after the event.

Kitchen

You may use the kitchen facilities; please bring your own equipment, tea towels, dishwasher tablets etc.

Bar

You may use the bar area but glasses are not provided. Alcoholic drinks may be served free but you may not sell alcohol unless you have a Temporary Event Notice in accordance with the Licencing Act 2003. Please contact Uttlesford District Council if necessary. You may store alcohol on the premises providing it is not for sale.

Outside

A large fenced, grassed area is accessible through the side doors. You can use this for children's play, BBQs, marquees and bouncy castles. There is an outdoor power socket.

Lights

Most light switches are obviously positioned and the easiest way to find out which lights they control is to try them. One exception is that the switches for **all** toilets are located inside the cupboard next to the ladies loo.

Central heating

The thermostat for the central heating is in the right hand corner of the hall as viewed on entering. It should be set to around 21°C for normal use; turn down to 14 °C when you leave.

Noise

Amplified music is subject to a limit of 80 dB; volumes greater than this may damage your equipment. Noise must be restricted to 35 dB after 10:30 pm, and no music is permitted after 11:30 pm. The hall must be vacated by 12:00 midnight.

Parking

Please park considerately. DO NOT park on the field edge - this land does not belong to the village hall.

Wi-Fi

We offer free Wi-fi to hirers. The code is displayed on the wall near the bar.

Insurance

Please note that the Hall insurance does not cover hirers' personal property, including outside marquees/ gazebos.

Keys and access

The Bookings Secretary will explain the process for key collection. Unless by prior agreement, access to the hall is not permitted until the time indicated on the booking form.

If there are any issues or problems please contact the Bookings Secretary immediately.

Cleaning

Ensure the hall is cleaned after use. A floor sweeper is kept in the storage cupboard and cleaning materials are provided in the kitchen. Bring your own tea towels if needed.

You **MUST** bring your own bin bags and remove all your own rubbish from the site. Please recycle where possible; we regret we cannot provide recycling facilities.

At the end of your hire

- Please vacate the hall at the agreed time.
- Please leave the hall in a clean, tidy condition.
- Restack all tables and chairs correctly in the cupboard (chair seat cushions must face outwards).
- Take all personal property with you including any perishable items in the fridges.
- Turn the thermostat down to around 14°C.
- Secure all doors and windows and return keys to the key safe promptly.
- Please leave quietly and avoid disturbing our neighbours.

In line with the Standard Conditions of Hire, the committee may apply an additional charge if any of these conditions are not met.