

Edgefield Village Hall
Registered Charity No. 1116035
www.hallbookingonline.com/edgefield

Terms & Conditions for Hirers

Please complete our online booking form to confirm that you agree to these Terms & Conditions. We will send you an invoice once the booking has been approved. (Regular hirers are invoiced monthly in arrears.)

The hall is licensed for public entertainment between the hours of **8am & 11pm**.

The hall is 84 sq m in area so the maximum permitted numbers are: **72** seated at tables, **80** seated, **140** dancing.

There is no licence for the **sale of alcohol**. If you intend to sell alcohol you must obtain a Temporary Event Notice from North Norfolk District Council which must be shown to the secretary before you are given the keys.

Smoking & vaping are not permitted on the premises.

Unfortunately the hall is not suitable for bouncy castles.

The Parish Council allow parking on the Village Green for disabled & unloading only. Other vehicles should park on the road, leaving neighbouring driveways clear and without obstructing large agricultural vehicles and buses which use the road at all times.

Please give us plenty of notice if you intend to erect any structure on the Village Green as we are required to obtain permission from the Parish Council.

Facilities available:

80 chairs

Tables; 6 large (6ft), 4 medium (4ft), 14 small (3ft) & 10 circular

(Please specify the number of chairs required on your booking form so that we can ensure that sufficient are accessible for you to set out.)

Crockery, cutlery & glasses for 100

Kettle, urn & filter coffee machine

Cooker, toaster, fridge, small freezer & dishwasher

Audio Visual system

Free guest Wi-Fi

Stage in 24 sections

Table tennis equipment

2 unisex toilets, one with wheelchair access & baby-changing facility

There is constant hot water on demand.

During the winter months the central heating is programmed to come on two hours before each booking – on no account should the boiler settings be changed. If you require heating at any other times please follow the instructions displayed on the boiler.

Don't alter the settings on any appliances.

Keep noise levels to a minimum to avoid disturbing our neighbours.

Place rubbish, food waste & recycling in the appropriate bins provided. When full the bins should be emptied into the commercial bins behind the hall.

Leave everything as you found it - equipment is provided for cleaning floors and surfaces.

Leave used tea towels for us to launder.

Ensure that all lights & taps have been turned off and doors & windows secured before you leave.

We reserve the right to charge for any damage.

Fire precautions

In the event of an emergency the hall must be cleared as quickly as possible. Exit from the building should be by the main door, the fire door at the opposite end of the hall or the fire door by the toilets. The hirer or other responsible person should check that there is nobody in any of the adjoining rooms. If it is safe to do so, an attempt may be made to extinguish the fire using the foam extinguishers located next to the exits. There is also a CO2 extinguisher for electrical fires and a fire blanket in the kitchen. All persons should assemble by the War Memorial until a roll call has been taken. The responsible person should telephone the Fire Brigade and request them to attend **Edgefield Village Hall, The Green, Edgefield NR24 2AL** and inform them if there are any persons trapped inside. Nobody is to re-enter the building until directed by the Fire Officer.

We welcome any feedback or suggestions for improving the facilities.

July 2026