

# Sizewell Hall



## 2025 Hall Booking Conditions

Sizewell Hall Christian Conference Centre  
Leiston, Suffolk IP16 4TX  
01728 830715  
[office@sizewellhall.org.uk](mailto:office@sizewellhall.org.uk)  
[www.sizewellhall.org.uk](http://www.sizewellhall.org.uk)  
Registered Charity no. 269157

# Welcome!

Thank you for choosing to come to Sizewell Hall. Please ensure you are familiar with the contents of this booklet, and what your responsibilities are as a leader of your group. The contents will help you to enjoy your time in a safe manner.

**This policy is regularly reviewed and recently has been updated. Please ensure you read it fully and if you need any clarification, please do not hesitate to contact us.**

## Sizewell Hall Ltd Booking Conditions

### Section I – What is Included

1. **Under the Charities Act, Sizewell Hall Limited** is committed to fulfil its charitable purpose to help encourage Christians in their faith and introduce those interested to the Christian faith. People from all walks of life and children of all ages come here. All groups will be asked to provide details of the aims of their visit, and it is anticipated that group programmes will be in pursuance of the charity's aims. Sizewell Hall operates by providing the facilities and activities are run and organised by those hiring the conference centre.
2. **Self-Catering charges.** For house parties to be economically viable we have set the charges as per the charges sheet you will receive alongside these booking conditions. Please note that signing the booking form confirms your agreement to those prices. The charges are on a self-catering basis. The hire charge includes sole access to the main hall building itself as well as use of the sports hall on request. Other facilities around the site may be used by other groups if not booked by the hiring party. Please see extra accommodation below.
3. **Day Visitors.** Those coming to share meals and use the facilities will be charged at the price of **£15 per day**. This does not apply to friends who drop in for an hour or so. Please inform the manager of numbers involved.
4. **Extra Accommodation.** Use of the Campsite, Barn, Forge Cottage, and the Bungalow are subject to availability at the time of booking, please contact us if

you would like to book any of these alongside your hall booking. A non-refundable deposit of £75 is required to secure the booking of either Forge Cottage or the Bungalow. If you have more than 70 guests in your group you will only be charged the deposit and the remaining costs for the extra accommodation will be waived. If you have less than 70 guests the cost will be as stated on the booking form and charges sheet.

## Section 2 – Booking, Payment and Cancellation

5. **Booking forms and deposits.** All bookings must be arranged in writing and confirmed by completing the booking form and forwarding the non-refundable booking deposit of 15% of the hire charge to Sizewell Hall, Leiston, Suffolk, IP16 4TX. Completed forms can alternatively be emailed to [bookings@sizewellhall.org.uk](mailto:bookings@sizewellhall.org.uk) and deposits paid by bank transfer. A non-refundable deposit of £75 is also required for the booking of either Forge Cottage or The Bungalow. No booking is confirmed until the signed booking form and deposit have been received.
6. **Payment.** Your booking is confirmed once the deposit has been paid. The balance of this hire charge will be due for payment 4 weeks before your arrival. We reserve the right to cancel your booking and release your dates for other groups to book, if payment of the hire charge is not made within 14 days of the invoice being issued. You will be sent the invoice for this ahead of its due date and reminded if prompt payment is not made. Payment can be made by one cheque (and not by lots of individual cheques) payable to Sizewell Hall Ltd or BACS transfer (next working day). A final invoice, for any additional guests/extras, will be raised following your visit if you have more than the included number of guests and for any other additional charges incurred e.g. use of BBQ Gas, food orders, breakages. This final invoice will be due for payment within 7 days.
7. **Cancellations.** These measures are in place to protect Sizewell Hall as a charity that relies on weekend bookings to stay operationally viable. You may wish to take out insurance for your event (*see section 10 in this document*). **The cancellation charge changes depending on how close the notice is given before your event.** If you cancel within 12 months of the date of the event, then your liability is met by the payment of the non-refundable deposit. If you cancel within 10 months of the date of the event you will be liable for 30% of the hire charge. If you cancel within 8 months of the date of the event you will be liable for 60% of the hire charge. If you cancel within 6 months of the date of the event you will be liable for 80% of

the hire charge. If you cancel within 4 months of the date of the event you will be liable for 100% of the hire charge. **Any cancellation must be in writing.**

**Cancellations due to government public health measures:** The above condition will not apply in the event that you have to cancel your booking because UK government public health measures mean it is unlawful to travel to or to make use of the accommodation you have booked. **Or due to other circumstances outside of our reasonable control. For example (but not limited to):**

- Flood, drought, earthquake or other natural disaster
- Epidemic or pandemic
- Any law or any action taken by a government or public authority
- Collapse of buildings, fire, explosion or accident
- Non-performance by suppliers or sub-contractors (which are reasonably necessary for the event to go ahead)
- Interruption or failure of utility service
- Scheduling of urgent maintenance and/or major refurbishment work

8. **Our Rights to Cancel.** Sizewell Hall reserves the right to cancel any event, if payments are not made within the designated time frame and/or if in the opinion of Sizewell Hall trustees and Staff the event may prejudice the charitable values, cause public disorder or otherwise cause unrest in the local community.
9. **Liability.** Whilst using Sizewell Hall Ltd premises the group leader of the relevant group visiting the centre accepts full responsibility for the members of their group use of the premises or any activities at the centre. Sizewell Hall Ltd. assumes no liability for injury or death, damage to or loss of personal property, accident, delay, cancellation, irregularity or inconvenience caused, save where such loss is caused or contributed to by the negligence of some person acting as a servant or agent of Sizewell Hall Ltd.
10. **Insurance.** Sizewell Hall Ltd has a public liability insurance cover for £10 million. Groups however need to take out insurance to cover their own activities and/or cancellation of their event. Access Insurance Services, Selsdon House, 212-220 Addington Road, South Croydon, Surrey CR2 8LD. 0208 651 7420, our insurance brokers, will advise. Sizewell Hall Ltd and its directors and staff cannot accept liability for damage to or loss of personal property and groups are advised not to bring personal items of value with them.

## Section 3 – Other Conditions

11. **Arrival and Departure.** It is important to keep to the following times:  
Arrival Friday/Saturday not before 4.00pm (3.00pm for caterers & a small set up party). Departure not later than 10.00am on a weekday. Saturday or Sunday departure by 5.00pm. With the increase in groups using the Hall it is very important that groups vacate on time. (Unless a prior arrangement has been made with the manager.) Bank holiday groups will vary please check.
12. **Accommodation.** Groups are responsible for the allocation of rooms within the accommodation they have booked. You will be sent a bedroom plan ahead of your stay to assist with this.
13. **Bedroom Locks.** The bedrooms have now been fitted with locks. The only exceptions are rooms 14, 16 and 32 as these have fire exits that must be kept available. By default, the rooms are left unlocked with only the option to lock the door from the inside by turning it manually. However, you may request access to the keys for the rooms. If you would like to use the keys you as the group leader will be responsible to track which keys have been given out, collection of the keys and returning them to us at the end of your stay. There is a £20 fee for us to replace a key if it is lost.
14. **Cleaning and care of the Hall.** Please leave the Hall in the same state on your departure as you find it on your arrival. This avoids extra pressure on the staff as they prepare for the next group, we are grateful to most groups who co-operate with this. Groups will be charged for the cost of any wilful damage.
15. **Bed Linen.** The beds (but **not** cots) are already made up upon your arrival. Each bed is made up with pillowcases, bottom sheets and duvet covers supplied by Sizewell Hall Ltd. At the end of your stay, guests are requested to strip the linen from the beds used and place it at the laundry collection point. Please ensure that all of your group members are aware of this.
16. **Food Hygiene.** All caterers must have a **current Food Hygiene Certificate** under government regulations, which should be updated every 3 – 5 years. **You will be required to complete various temperature records to enable you to meet the Local Environmental Health Officer’s requirements. It is vital that your caterer is made aware of this.** There is a FSA book available entitled **Safer Food Better Business** available from <https://www.food.gov.uk/business-guidance/safer->

[food-better-business-sfbb](#) or call 0845 6060667) to enable you to comply with current legislation. The Level 2 Award in Food Safety for catering is available to be completed online.

17. **Tuck Shop & Books.** We ask groups **not** to bring their own tuck or books for sale as we do have a well-stocked shop. If you would like this to be opened during your stay, please make provision for it in your programme. The shop can be opened for a maximum of an hour at a time and can be opened once or twice each day.
18. **Recycling.** As a centre we recycle where practicable, please use the appropriate bins provided. Please ensure you help us keep our cost down by encouraging recycling in your group.
19. **Energy Saving** Please help us to avoid wasting energy, by ensuring lights are turned off at night and or at times when areas are not being used and making sure appliances like the Hobart steriliser are turned off when not in use.
20. **Sizewell Phone Number.** Please inform those in your party that the number for incoming calls is 01728 830076 during your stay. This is the payphone and avoids disturbing the managers unnecessarily.
21. **Security.** Both entrance doors have key coded locks which are available for your security. Optionally, coloured wristband are also available for all guests, this enables both Sizewell Hall Ltd staff and guests alike to identify who should be on site.
22. **General Behaviour.** Alcohol is not permitted on site (including the beach). Please note the following will **not** be tolerated and could result in the centre asking you to arrange for group members to leave: Taking illegal drugs; Tampering with electrical equipment/lighting; Tampering with fire alarm systems (including covering or removing smoke detectors); Tampering with fire extinguishers; Aggressive behaviour towards other guests or staff; Fighting; Theft/entering accommodation assigned to other people without permission.
23. **Quiet on Site.** For the benefit of other users on site and our neighbours, groups are requested to keep noise to an absolute minimum from 10pm – 7.30am particularly loud music. We would also ask you to be considerate to our neighbours if you are out on walks or activities in the dark. We would also ask that you **do not let off fireworks without prior permission from Sizewell Hall staff.**

24. **Dogs.** Dogs are **not** permitted on the Sizewell Hall site (with the exception of guide dogs or dogs used for other health related reasons and dogs accompanying guests staying in Forge Cottage).
25. **Swimming.** Group leaders are responsible for their guests swimming in the sea, and we advise a minimum of 2 lifeguards as there can be very strong undercurrents.
26. **Sports Facilities.** We have a Sports Hall where you can play either, Football, Basketball, Volleyball, Badminton and Unihock. **Please wear clean, suitable footwear in the Sports Hall and leave it in the condition you find it.** We also have a squash court, an outside hard Tennis Court and other outside grassed play areas which include a children's play area. **African Village facilities** are out of bounds and **not available** for your use.
27. **Smoking.** We have a strict no smoking policy in all the buildings, this includes vaping. There is a designated smoking shelter in the grounds opposite the front of the Hall.
28. **First Aid and Safety.** Groups are advised to bring their own supplies and to appoint someone to be responsible for first aid. We have defibrillator that is accessible in the courtyard.
29. **Fire Marshalls.** Make sure that you, and those that you are responsible for, know what to do in the event of the fire alarm sounding. Each floor should have a nominated fire marshal who will be able to help people evacuate the building in the event of the fire alarm sounding, particularly at night. Each floor has a fire marshall pouch that can be used, which includes a high vis jacket, walkie talkie and a copy of the bedroom plan. Your duty manager will assist with the evacuation and response to the emergency.
30. **Projectors.** The main projector in the conference room has now been replaced with 2 TVs at the front and 1 at the back of the room. These TVs are installed in conjunction with the PA system. Please ensure that you have a competent operator to make the most use of it. We also have a data projector and pull-down screen fixed in the games room as well as a standalone data projector and mobile screen for loan if required.
31. **PA.** We have permanently installed in the conference room a PA for your use. It is fitted with an Induction Loop for people with hearing difficulties. There is also a 16-channel mixing desk, 3 mics + Lecturn Mic, leads & stands, 3 music stands, a DI boxes. If you require any other PA equipment you will need to supply these yourselves but please refer to the Health & Safety section of this manual to ensure they comply with

our requirements. We also have an additional streaming Wi-Fi Signal, that can be accessed with a password obtained from the duty Managers, this has less restrictive bandwidth and can be used for streaming services.

32. **PPL & PRS licence.** Please Note **all** groups playing music, displaying words etc. **must** have the appropriate licences. Information on these can be obtained from [www.ccli.co.uk](http://www.ccli.co.uk)
33. **TV Sets.** We have a 42" TV' situated in the library with a Video & DVD player. The TV is not connected to any outside broadcast equipment e.g. TV aerial etc. This is in addition to the 3 screens in the conference room which are also not connected to any outside broadcast.
34. **Lost Property.** This will only be saved for a period of 3 months; after which it will be given to a charity shop or disposed of. There is a minimum charge of £5.00 to return items by post.
35. All individuals in groups are welcomed and equally valued and respected regardless of their gender, race, religion, age, sexual orientation or physical and mental capabilities. Christian groups are welcomed on acceptance of the "Basis of Faith" published by the Evangelical Alliance. For other groups some suitable programme input in pursuance of our Christian charitable purpose can be arranged.
36. Sizewell Hall Ltd is an organisation which relates to religion and belief and may impose restrictions in accordance with the exemptions in the Equality Act on groups seeking to promote an ideology, morality, or lifestyle incompatible with our Christian purpose during their visit.
37. If you have any concerns over these guidelines or interpretation of the Sizewell Hall Limited Mission, please contact in writing:  
Mr. Adam Golding, Sizewell Hall Ltd  
Leiston, Suffolk  
IP16 4TX