



EAST HORSLEY
VILLAGE HALL

Children's Party /Events Guidelines

Effective from April 2017

Use of the East Horsley Village Hall and facilities is conditional on the acceptance of our Standard Conditions of Hire and the terms of a specific Hire Agreement. These additional guidelines are designed to help ensure the health and safety of all users and protect the premises of East Horsley Village Hall. They do not replace the current Standard Conditions of Hire. If there is in any doubt regarding these guidelines, Standard Conditions of Hire or any other matter relating to hire the HALL MANAGER should be consulted.

A copy of these guidelines is available along with other useful documents in each of the rooms at East Horsley Village Hall.

Tuesday to Saturday 8am to 7pm you will be greeted by our Caretaker who will show you where to find chairs and tables and answer any queries you may have. If your children's event is happening on a Sunday or Monday or when the Caretaker is on leave please ensure that you have visited the Hall prior to your event and gone through any queries with the Manager or Caretaker.

On the day of your event if there is an emergency you should contact the Caretaker or a Keyholder Trustee - contact details for the latter are posted on the door of the office and on the outside of the building.

1. Children attending are the responsibility of those supervising the event.
2. Children should not be allowed to roam outside of the hired space except when using the toilets or when supervised by appropriate adults. Children are not allowed in the kitchens.
3. Inflatables may only be used in the MAIN HALL.
4. Smoke machines may not be used in any area of the building as they set off the fire alarms.
5. Paper confetti ONLY inside the building. Confetti used outside MUST be biodegradable.
6. When hiring the MAIN HALL (or any other room) the following areas are not to be used except by prior arrangement with the MANAGER:
 - 6.1. The stage - unless it is being used by an entertainer. Otherwise the red stage curtains should remain across the stage **at all times**.
 - 6.2. Behind the stage - this is a storage area and contains private property. Please ensure that children and guests do not access this area.
7. If your guests are consuming alcohol at your event please ensure that they do not drink in the corridors. This is to protect other users of East Horsley Village Hall.
8. Please ensure that your rubbish is taken away with you at the end of the event.
9. Lost property will be retained for one month after which time East Horsley Village Hall reserves the right to dispose of items.
10. Please remember to leave sufficient time at the end of your event to clear up so that you can leave the premises at the end of your hire period.
11. If you are leaving the premises after 10pm please do so quietly so as not to cause disturbance to local residents.
12. Smoking: The Hall is a no smoking area. If your guests wish to smoke they may do so outside in the car park well away from the entrance doors or any windows. Smokers are responsible for disposing of cigarette butts responsibly and are not to discard them on to the ground. (There is a sand 'bin' located to the right of the main automatic doors which can be used for this purpose.)

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