

# **EAST HORSLEY VILLAGE HALL**

**Charitable Incorporated Organisation Reg. 1180168**

East Horsley Village Hall Management Committee, Kingston Avenue,  
East Horsley, Surrey KT24 6QT  
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[www.easthorsleyvillagehall.co.uk](http://www.easthorsleyvillagehall.co.uk)

## **Children's Parties Guidelines**

We only hire out the hall for children's parties where all participants are up to the age of 12.

The hire hours must include time both for setting up and clearing away/cleaning afterwards, including for the collection of any inflatables such as bouncy castles.

Each children's party booking is therefore charged at a fixed rate for 4 hours, allowing time for the setting up and cleaning/clearing up. Any hours required over and above the 4 hours are charged at the commercial rate.

The fixed rates are:

Main Hall: £95

Millennium Room: £73.50

Lovelace Room: £52.50

Club Room: £50.50

Agnes Conisbee room: £48.50

The earliest start time for a morning booking is 9am and the latest finish time for an afternoon booking is 6pm.

If you require tables and chairs, please specify the number, and the caretaker will ensure there are sufficient available on the day. You will be responsible for both putting them out and away.

We do recommend you visit prior to confirming the hire so as to ensure you know the facilities and equipment available. Alternatively, please view the information on the website as to the equipment available in each room and its kitchen.

Please let us know the amount of crockery and cutlery you would like to use so we can check we have sufficient available on the day. No glasses should be used during a children's party. Please bring paper or plastic cups.

There are fridges in all kitchens, as well as two freezers in the main hall kitchen.

The following guidelines are designed to help ensure the health and safety of all users and protect the premises of East Horsley Village Hall. They are additional to, and do not replace, the Terms and Conditions of Hire for use of the East Horsley Village Hall and its facilities.

Hire for a Children's Party is conditional on the acceptance of both these Terms and Conditions of Hire and the following guidelines, plus any terms set out in the specific Hire Agreement. If there is in any doubt regarding these guidelines, please consult the Hall Manager.

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, when they **MUST** be supervised by appropriate adults.
3. Children must not be allowed in the kitchens.
4. Inflatables such as bouncy castles may only be used in the MAIN HALL, and they must be collected before the end of the hire period.
5. Smoke machines may **not** be used in any area of the building as they set off the fire alarms.
6. When hiring the MAIN HALL (or any other room) the area behind the stage must not be entered – this is a storage area and contains private property. The stage can only be used by the prior agreement of the Hall Manager, and it can then only be used by the entertainer. Otherwise, the red stage curtains must remain shut across the stage at all times. Please ensure that children and guests do not access this area.
7. No alcohol should be consumed during your hire. The Hall is a no smoking area.
8. Do not put or stick anything on to the walls (or any other part of the premises), other than using the picture rail
9. Please ensure that ALL your rubbish is taken away with you at the end of the event.
10. Please remember to leave sufficient time at the end of your party for clearing up so that you can leave the premises by the end of your hire period.

If you have a query or an emergency on the day of your hire, please contact the Caretaker – his phone number is displayed in the foyer. On Sundays, this phone call will be transferred to one of the trustees who will deal with your query.