

GOREFIELD PLAYING FIELD ASSOCIATION

Registered Charity No. 1051382

HALL & PAVILION HIRING APPLICATION FORM & CONDITIONS

Teenage & Young Adult Parties

Additional guidance for hirers

Version 1

Dated 17th September 2019

Teenage Parties - Guidelines for Hirers

When young people go to a party, they want to enjoy themselves. We hope that your party is as successful as you want it to be. But over time, we've come across quite a few things that could cause problems for the organisers, the participants, the committee and building, or nearby residents.

So, whether it's your first time organising this type of event or you're an old hand, we strongly recommend the following practical safeguards:

- As organiser, make sure that you have read and fully understand all the conditions of hire, and have done what is necessary to observe them.

In addition to the standard hiring agreement terms and conditions, when booking the hall for a young adult/teenage party the following will also apply:

- Hire for 16th to 21st birthday parties are restricted to residents of Gorefield Parish area.
 - A £200 security deposit is required at the time of the booking and will be returned at the time the hall is vacated as long as the hall is left in a satisfactory condition.
 - The party must be finished by 11.30pm and the hall cleaned and vacated by 12.00 midnight.
 - The party guests must leave in a quiet and orderly manner as not to disturb the local residents.
 - Strictly no alcohol (under 18 parties only) or smoking on or around the premises.
 - All terms and conditions must be strictly adhered to at all times.
 - You may be asked to ensure the event is supervised by an SIA Licensed Door Supervisor.
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- If your child has made some of the arrangements, make sure you know in advance what these are and have approved them.

- Arrange for a sufficient number of responsible adults to attend the party, we ask for a ratio of one responsible adult to ten teenagers at all times. The adults will:
 - exercise general supervision;
 - be fully prepared, should there be an emergency;
 - make sure that guests behave in an acceptable way, and don't put others at risk;
 - keep an eye on:
 - the emergency exits (it is not uncommon for "gatecrashers" to tap on the windows and doors and persuade friends among the other guests to let them in)
 - the toilets (where surreptitious gatherings have been known to take place).

- Admit guests by invitation only, keeping the main doors manned at all times so that:
 - they are not blocked as an emergency exit;
 - the guests remain inside the Hall for the party, and don't cause a nuisance or excessive noise by continually "coming and going";
 - undesirable "gatecrashers" don't get in to spoil the party.

- Don't allow alcoholic drinks of any kind to be brought into the building (It's a sad fact that underage drinkers do try to smuggle them in)

- Don't allow foiled "gatecrashers" to have their own party in the car park (it does happen!)

- At the end of the event, help guests to leave quickly and quietly

Thank you for your co-operation.