



18 High Street
Halberton
Tiverton
Devon
EX167AF

HALBERTON VILLAGE HALL

Charities Number: 300845

www.halbertonvillagehall.org

Policy for Teenage Parties

Bookings for teenage parties are not encouraged and will only be considered from a request from a parent or guardian. Parents or guardians must attend a meeting with officials of the management committee prior to any acceptance of a booking. A deposit of £250 is required which is returnable minus any breakages or damages resulting from the event.

In order to avoid problems that sometimes occur with teenage parties, Trustees strongly recommend the following safeguards:

- As an organiser, make sure that you have read and fully understand all of the conditions of hire, and have done what is necessary to observe them.
- If your child has made some of the arrangements, make sure you know in advance what these are and have approved them.
- Keep noise, music to an acceptable level bearing in mind that people live adjacent and very close to the hall premises.
- Don't allow alcoholic drinks of any kind to be brought into the hall.

Arrange for a sufficient number of responsible adults to attend the party, to

- exercise general supervision (recommend 1 adult to 10 teenagers)
- 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 and ensure they remain clear.
- keep an eye on the toilets.

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 nuisance or excessive noise by continually "coming and going".
- undesirable "gatecrashers" don't get in to spoil the party.

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