

Ilmington Village Hall

Parties for young people (11–18 years old)

— advice for hirers

Ilmington Village Hall is proud to host events for local residents of all ages. To ensure your event runs successfully and that the hall remains an attractive centre for other hirings, please note the following advice for parties involving young people.

- ❖ Bookings for children's/teenage parties are accepted only from a parent or guardian of a young person living in Ilmington or its immediate vicinity.
- ❖ There must be a minimum ratio of 1 supervising adult (over 21 years of age) to every 10 young people at the event.
- ❖ A deposit of £100 is required in advance of the event. A refund will be given within 28 days of the event on satisfactory inspection of cleanliness, contents and damage to the hall.

We also strongly recommend the following safeguards:

- ✓ As organiser, make sure that you read, understand and observe all the conditions of hire (which can be found [here](#))
- ✓ If your child has made some of the arrangements, make sure you know in advance what these are and have approved them
- ✓ Don't allow alcoholic drinks of any kind to be bought into the village hall or consumed outside
- ✓ Admit guests by invitation only, keeping the main doors manned at all times so that:
 - they are not blocked as an emergency exit
 - guests remain inside the village hall for the party, and don't cause nuisance or excessive noise by continually "coming and going" or having their party in the streets outside
 - "gate-crashers" don't get in to spoil the party
- ✓ Keep an eye on emergency doors, so that they are not used by uninvited guests, and don't allow foiled "gate-crashers" to have their own party outside
- ✓ The rear door of the hall — which adults may use for setting up and clearing away after the event — must not be used by teenagers except in the case of emergency
- ✓ At the end of the event, help guests to leave quickly and quietly

Thank you for your co-operation — and enjoy your party!