

## Special Conditions of Hire – TEENAGE PARTIES

**The Hirer, and the Supervisor (if different), must meet in person with members of the Hall Committee to be briefed on the conditions given below. At the discretion of the Hall Committee, additional conditions may be inserted to meet the supervision needs of the particular booking.**

At the end of the briefing, the Hirer and Supervisor (if different) must sign this form to confirm that they have read, understood, and will follow the guidance given in it. **A deposit of £250 must be paid by the Hirer** before the booking is finally confirmed. All damages occurring during the period of hire will be charged to the Hirer, including any damages caused accidentally or through vandalism anywhere on the site, whether or not caused by people invited to the party. See also the Standard Conditions of Hire.

If there is no damage or other reason to retain it, the deposit less the cost of the booking will be paid back to the Hirer within 14 days of the completion of the booking.

**NOTE: In the guidance given below “you” means the Supervisor who is present at and supervising throughout the party. You must be over 21 yrs old. If you are not the Hirer, you MUST be named in Section 9 of the Hiring Agreement. By signing the Hiring Agreement the Hirer undertakes that you will be present and supervise throughout the event. The Hirer remains financially responsible to the Hall Committee for all damages, as above.**

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When you run a party for young people you want them to enjoy themselves. But you also take on a duty of care for their health and safety, and responsibility for safeguarding the premises.

This guidance, which is mandatory, is intended to help you.

1. Read the **Standard Conditions of Hire** of the Hall, and observe them. If the party involves over 100 people, the Special Conditions of Hire – Public Entertainments and other large functions **MUST** be observed, as well as the Special Conditions given below..
2. The **no smoking rule** applies to everyone including all helpers, and you must enforce it.
3. Tell the **police** beforehand about the party, and ask them to include the Hall in their tour of duty.
4. You **MUST** have a **minimum of SIX HELPERS OVER 21 YEARS OLD** present from start to finish. You **MUST** brief them on their responsibilities and duties. At least one must be a man, and one a woman, and at least one must be a first aider.
5. **Keep a written register** of the full names of all young people who attend, with an emergency telephone contact for a parent or guardian.
6. Check that the **Store door** is locked. Do not allow young people into the temporary meeting room (unless you have an adult on duty in there at all times and have booked it). Take the bars off the fire door in the main hall (next to the kitchen), and station one adult at each fire door **ALL THE TIME**, and one at least at the main entrance. This stops young people going **OUT** without your knowledge, and stops them letting other young people, possibly undesirable, **IN**. However well you know the young people, do not assume that they will not do this.
7. Check the **toilets** at half hour intervals. Check that the windows are locked. Take away spare toilet rolls, and all but a few paper towels.
8. Tour the **outside of the building** and the car park every half hour.

