



Fen Drayton Village Hall Management Committee (Charity No. 300385)

Teenage parties – Guidelines for Hirers

When young people go to a party they want to enjoy themselves and 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 Hall 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.
- If your child has made some of the arrangements make sure you know in advance what these are and have approved them.
- Arrange for sufficient number of responsible adults to attend the party to
 - exercise general supervision
 - be fully prepared should there be an emergency
 - make sure the 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 amongst the guests to let them in)
 - the toilets (where surreptitious gatherings have been known to take place)
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- 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 Hall
 - Don't allow foiled "gatecrashers" to have their own party in the car park
 - At the end of the event help guests to leave quickly and quietly

Thank you for your Co-operation.