



Hangleton Community
Centre
01273 292962



Party Information Sheet

Time

You are allocated 15 minutes setting up and clearing away time.....Please leave the room as you found it and make sure you have enough help to enable you to leave on time ready for the next party **otherwise you may lose your deposit.**

Kitchen

Feel free to use any of the equipment we have in the kitchen and ask a member of staff for knives, scissors or a fire lighter. Please wash up and tidy away anything you use. *The kitchen is a shared facility so please use the space fairly.*

Smoking

There is a NO smoking policy throughout the building and outside at the rear (Including E-Cigarettes). Please use the smoking bin provided at the front of the building.

Noise

Please be courteous of our neighbours and keep noise to a minimum when leaving.

Outside Area

The enclosed play area outside at the rear is for the exclusive use of the pre-school and should not be entered.

Children Supervision

It is your responsibility to make sure that **ALL** children are supervised **AT ALL TIMES** and there is 1 supervising adult for every 10 children.

Please do not allow the children to play with the electric front door push buttons and make sure that they are supervised in all areas including Hall, Soft Play, Toilets, Meeting room, Entrance and outside.

Safety

Please make sure that all children comply with the bouncy castle rules and regulations which are displayed in the hall on the wall. The member of staff present in the hall is responsible for supervising the bouncy castle not the children.

Carefully read the fire evacuation plan and inform your guests of the procedure. In case of an accident please inform a member of staff if first aid is needed. We record accidents that happen in the building so you may be asked to fill out an accident report form.

Feedback and complaints

You will be given a feedback form. Please fill it in and let us know about your experience and how we can improve our service. Please hand the form to a member of staff.

Fire Evacuation Plan

- If you discover a fire please operate the nearest fire alarm point
- Leave the building by your nearest exit
- Report to the assembly point: **Wall/Bench between Harmsworth Crescent Flats and Hangleton park**
- Dial **999** to Contact the Fire Brigade if you can't find a member of staff
- **Do not stop to gather your belongings**
- **Do not use the lift**
- **Do not re-enter the building unless authorised to do so**

REMEMBER.....

It is **YOUR** responsibility to ensure your guests are fully aware of this procedure!