

## Kington Langley Village Hall Teenage Parties Advice Sheet

Teenage parties carry a high risk and many halls no longer allow them. We are reluctant to follow that route and so have devised an assessment to allow these parties to proceed with minimal risk for all involved.

Only guests with an invitation may enter. An adult must agree to check at the door against a list of invited guests. The maximum number of guests permitted is 50.

Social media must **not** be used to publicise the event.

There must be at least 4 adults in attendance at all times, regardless of number of guests. If numbers rise over 40, there must be a minimum of 5 adults in attendance. One of these must be by the door at all times to ensure only invited guests can enter. In addition, regular checks must be made of the car park and play area.

Any attempted gatecrashers should be informed that the police would be called if they do not leave. If they fail to leave, the Police must be contacted (101 for non-emergency calls, if the situation worsens, use the emergency number).

No alcohol is to be served, or be brought onto site, including the car park and playing fields.

As with all functions, guests must leave the hall, and the car park area, promptly and quietly at the end of the event. The adults in attendance must not leave until all guests have left the site. If youngsters refuse to leave, adults in attendance must call the police to seek support. Their names must be given to the police.

The responsible adult for the event must complete and sign the form on the following page. Acceptance of the booking will be subject to the form being returned and agreed by the Management Committee.



## Kington Langley Village Hall Teenage Party Risk Assessment

Event Date:

Age of teenage host:  
(at time of event)

Name of responsible adult:

Mobile number for this adult:

Reason for Event:

Maximum number of guests:  
(maximum number allowed: 50)

Number of adults in attendance:

Entrance by Invitation only: Agreed?  
Yes / No

No alcohol on site: Agreed?  
Yes / No

I agree to ensure full supervision of the event in accordance with the information on the Teenage Party Advice Sheet.

Signature:

Name:

Date: