



Charity No. 304451

West Haddon Village Hall

Teenage Parties factsheet

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Teenage parties

We have more problems with teenage parties causing damage and disturbance than with any other bookings – so much so, that in the past the committee has had a blanket policy of refusing to accept bookings for such events. Please don't let your booking be the reason we have to reintroduce this policy!

The following tips will help you run a safe, successful event.

Have a limited guest list

The absolute maximum hall capacity for a party is 80; 40 is better. Ask your teenager to provide a list of the people invited to the party, and station an adult by the door to check and tick off names against the list as people arrive. Refuse entry to anyone not on the list.

Keep event details off social media

Word will still get out, and you will still get random passers-by dropping in to see if they can join the party. But potential gate-crashers should stay at a manageable level if your teenager and their guests do not publicise the event on social media either before or during the event. If you get a large crowd of gate-crashers you may need to call the police (tell them it is a public order incident).

Station adults at strategic places

Our minimum requirement is 1 adult to every 10 teenage guests but in practice you need several adults no matter how small the guest list.

- One on the main door
- One monitoring the toilet area, to stop anyone messing around with mops and brooms, to prevent damage and injury, and to keep any eye on any sickness
- One in the kitchen, doing whatever catering duties your party requires, but also to prevent accidental theft of food and drink items from the cupboards belonging to village groups (you need to bring all your own food and drink, but young people do not always remember this when they see a packet of biscuits)
- One at the stage end of the hall, keeping people out of the committee room.

It's also sensible to have an adult patrolling the outside spaces, who can:

- see off any potential gate-crashers (people turned away from the main door may try to gain entry via one of the other doors (kitchen, rear fire exit, committee room))
- keep noise to a minimum
- make sure people are using the outdoor ashtray and not the ground
- tidy up litter (especially any broken glass) as it occurs
- look after anyone who is ill
- prevent people from climbing on the roof and air ambulance clothes bank.

Finally, have somebody on standby at home, who can come and help if there is an emergency.

Use the spill kit (kept under the back sink in the kitchen)

Deal with any spills quickly, before they spread. Blot with the cloths in the kit, then wipe off stickiness using the solution provided, and blot again to dry. You may still need to mop the whole hall once your event is over but dealing with spills as they occur will make this easier, and hopefully encourage your guests to be more careful.

The traditional mop and bucket are for cleaning in the kitchen. **Do not use them on the wooden floor in the main hall.** Use the flat mop which has a spray attachment containing **the correct cleaning fluid.** Using water, or the wrong cleaning fluid, damages the wooden floor in the main hall, at a cost of several thousand pounds.

Arrange the indoor space

Keep drinks and dancing separate! Arrange tables and chairs to create a clear dancefloor space. When people collect or refill their drinks, remind them to keep drinks on the table.

There are relatively few electrical sockets in the main hall, so if you are using fairy lights the battery ones are probably best. You might also want to bring a couple of multi-sockets – just don't overload them.

Avoid naked flames (even tea lights). Obviously we are not banning birthday candles on a cake, but candles and tea lights are dangerous when people are moving around. LED tealights and candles do the job much more safely.

Organise your clearing up force

You can delegate helpers to:

- stack chairs
- wipe down tables
- fold and put away tables
- gather rubbish
- check the outdoor areas for litter/broken glass
- take down decorations
- wash up
- tidy the kitchen
- sweep the main hall floor.

Make a list beforehand so you can give clear instructions. It's best if the responsible adult does a final inspection of toilets and kitchen, and mops the main hall floor (if required), when everyone else has gone.

If, despite your best efforts, there has been some damage during your party, it is much better if you are aware of it *before* we inspect the hall after your booking has ended. We usually agree the inspection time when we confirm your booking and it is normally the following morning (although this depends on other bookings). There is a regular booking at 9am on Saturdays so this may mean an early inspection after a Friday night party.