

Grand Avenue, Muswell Hill, N10 3BP

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## NOTES ON HIRE OF HALL FOR BIRTHDAY PARTIES

The following notes may prove helpful for anyone hiring the hall for a birthday party. The on-site officer opens up the hall half an hour before the let is due to start. *He will meet you at the gate near the reception playground.* You can go in then to get organized. If you tell him how many tables and chairs you need, he will set them out for you at the top of the room.

**USE OF THE PLAYGROUND IS NOT PERMITTED**

**USE OF THE SOUND SYSTEM IS NOT PERMITTED**

**USE OF THE KITCHEN AREA IS NOT PERMITTED**

**FOOTWEAR MUST BE WORN AT ALL TIMES**

Half an hour is allowed at the end of a let for clearing up. The on-site officer will put away tables and chairs but you will need to wipe tables and sweep floor (brushes and dustpan provided).

Please be aware that parties may be starting immediately after yours, so you need to encourage collecting parents to go promptly!

There is lots of space for all the traditional games; some soft balls are useful. Please note: use of the playground area for games/sports is not permitted.

Here is a list of things you may need to bring with you (in no particular order)

Music and music player	Soft balls
Large balloons	Any props for games (e.g. potatoes and spoons)
Party bags	Prizes (if any)
First aid kit and plasters	Black bags for rubbish
J cloth/kitchen roll	Scissors/sellotape
Matches and knife (for cake)	Paper plates etc.

NB. Please tell us if you are planning any unusual entertainment. **Bouncy Castles are NOT permitted.**

If you have any further useful hints that can be passed on to other parents, please let me know and I'll update this sheet.