

Room regulations for events

Decorations	Our painted and wooden panelled walls are very easily damaged and therefore we <u>do not</u> permit the use of sticky tape, blue tack, glue, nails, screws and pins on the walls or floors
Helium Balloons	Due to the high ceilings at the Harrow Arts Centre we <u>do not</u> permit the use of helium balloons as they are likely to set off our alarms in the middle of the night. However, many balloon shops will be able to advise you on suitable alternatives.
Naked Flames	Our listed building is one of a kind and naked flames present a high fire risk, therefore we <u>do not</u> permit the use of any items that require a naked flame.
Cooking	<p><i>Please note that kitchen facilities are only available with Elliott Hall hire.</i></p> <p>Cooking must only take place in the kitchen area and we require a copy of your caterer's Public Liability Insurance and Food & Hygiene Certificates two weeks prior to your event.</p> <p>We ask all hirers to ensure that their caterers cover the cookers, ovens and warmers with foil before using them. We also ask that they ensure the kitchen is left clean once they have finished. No cutlery or crockery is supplied by HAC and must be provided by your caterer.</p> <p>We also <u>do not</u> permit the use of any additional gas or large electrical appliances in the kitchen or any of the rooms.</p>
Alcohol	Due to HAC licencing regulations <u>under no circumstances</u> must hirers bring or sell alcohol provided by a third party. Alcohol can be purchased from HAC prior to the booking.
Haze / Smoke Machine	Hirers who wish to use haze or smoke machines in the venue must obtain written permission from the HAC team prior to the event. Please note that where this request can be fulfilled, additional charges will apply.
Cleaning	<p>Please ensure that the venue is left clean and all rubbish is placed in black bags and put into the big metal bins located in our car park.</p> <p>We would be delighted if you could wipe down any tables and chairs used with a damp cloth. Please do not use any products that contain bleach.</p>
Neighbours	Our neighbours are very close to us so we request that you respect this and leave the site quietly, particularly late at night.