



PARKING, BALLOONS & RUBBISH

You MUST park in marked bays, not on pavements or verges and only in a disabled bay if displaying a Blue Badge.

Booking Notes

- Please ensure that any rubbish is securely tied in bags and placed in the bin with the lid shut, in the bin shed.
- The code for the lock is 1609.
- Any recyclable rubbish and glass must be taken away.
- If you have hired the use of the round tables for your booking, please ensure that these are lifted and not dragged across the floor as the legs can easily be broken.
- **Please remember that the reception area is strictly for accessing and leaving the hired room and toilets and not as any extension to the hired room.**
- Do not bring helium balloons into the Hilt as it can be very costly and time-consuming to remove these from the fans or lights if they 'escape'.
- Do not use smoke machines or naked flames as this WILL lead to the smoke alarm being triggered.

Please make a note of the emergency contact number – Nigel Milchem, 07836 280074 or refer to the list of emergency contact numbers in reception at the Hilt. Hopefully you won't need to contact anyone, but any problems can be solved very quickly if you call the above number.

We hope your booking is successful and please contact us on enquiries@thehilt.org.uk if you have any further queries.