

FELLOWSHIP HOUSE
136a Willifield Way, NW11 6YD
Registered Charity No. 207948

ON ARRIVAL

- 1 **You can enter the premises from the time booked.**
- 2 Please remember Fellowship House is in a residential area and keep the noise down!
- 3 NO POPCORN please. It wreaks havoc with the floor!
- 4 Only the front garden may be used NOT the patio at the back which belongs to the tennis club. Please DO NOT let the children trample on the flowerbeds or climb the trees.!
- 5 We do not allow bouncy castles.
- 6 Please do not hang decorations from the lights or the projector.
- 7 It is assumed that professional entertainers are properly insured and licensed to play music.
- 8 Please do not touch Fellowship equipment or fire extinguishers.

ON DEPARTURE

- 1 **Please leave Fellowship House as you found it.** (Vacuum cleaner etc in door with 'no entry' on it!) All chairs and tables stacked.
- 2 **Please bring black bin liners to take your RUBBISH home** with you as we don't have the capacity to deal with it.
- 3 Turn off all the lights, including the ones in the loos please!
- 4 Turn the thermostat down.
- 5 Draw the curtain next to the audio equipment.
- 6 Please DO NOT leave old helium gas bottles as the dustman will not take them.
- 7 If the arrangement is that somebody will come to lock up after you, Please DO NOT LEAVE until they arrive.

In addition, kindly note the following:

- a) The person who pays the deposit is deemed to be the hirer and will be responsible for the cost of all breakages and any damage caused to the premises.
- b) The piano is an expensive piece of equipment. Without specific authorisation please do not play it, touch it, move it or put anything on it.
- c) We have a limit of **45** children for children's parties.

Many thanks and enjoy yourselves!

