

Important Prom Information – Drop-Off, Safeguarding & Event Guidelines

We're looking forward to welcoming your school to The Boundary for prom. To help ensure a safe, smooth, and enjoyable evening, please carefully review the following important details and share them with students, staff, and parents as needed.

The full terms and conditions are in the contract which was signed on booking continue to apply.

Event Timing

- Gates will **open promptly at 6:00 PM** for guest arrival.
 - The event will **finish promptly at 10:30 PM**. Please ensure guests are aware of these times.
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Drop-Off Information

The **main Garon's Park car park** will be used for student drop-offs. With multiple events happening, traffic is expected to be heavy.

- Please see the **attached map** for the recommended drop-off route to help ease congestion.
 - **Carpooling** and **staggered arrival times** are encouraged where possible.
 - We ask that this information is shared with parents and drivers in advance.
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Safeguarding – No Entry for Non-Attendees

To maintain a safe environment for all students:

- **Only prom guests and approved school staff/chaperones** will be allowed past the gates.
 - **Parents, guardians, and other non-attendees are not permitted on site**, including for photography.
 - Thank you for helping us uphold these safeguarding standards.
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Entry, Wristbands & Security Checks

Upon arrival:

- Guests will be **checked in by name** by a designated teacher or parent chaperone.
 - Each guest will receive a **wristband**, which must be worn at all times. Security will conduct regular checks.
 - **All bags will be checked by security** at the entrance. We recommend bringing only essential items in small bags to speed up entry.
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No Drinks Policy

- **No drinks of any kind** (including water or soft drinks) may be brought onto the premises.
- The Boundary will provide all drinks - drinks are to be purchased from our bar. We accept both cash & card.

Dietary Requirements & Food Service

- It is the sole responsibility of the event organiser (the Client) and/or their guests to notify **The Boundary** in writing of any known food allergies or dietary restrictions **at least 1 month before the event date**.
- **The Boundary and its catering providers will not be held responsible for any allergic reactions where no prior written notice was given.**
- On the night, guests with specific dietary needs should speak directly to the staff to ensure their requirements are properly accommodated.

Food will begin serving at 8:00 PM and close at 9:30 PM, unless food runs out earlier.

- Guests must ensure they collect their food before closing time.

Alcohol, Vaping & Conduct Policy

To maintain a safe and respectful environment:

- **Strictly no vaping is allowed anywhere within the grounds.** Anyone caught vaping will be asked to stop; repeated behaviour will result in removal from the event.
- **Any guest under the legal drinking age found in possession of or consuming alcohol will be immediately removed, and the lead booker on the event will be informed.**
- We enforce a **zero-tolerance policy** on alcohol, vaping, and inappropriate behaviour.
- **No Drinks on the Dancefloor.** For the safety and enjoyment of all guests, drinks are strictly prohibited on the dancefloor at all times. Please enjoy your beverages in the designated areas only.
- Guests are required to **wear appropriate footwear at all times.** The removal of shoes and going barefoot on the premises, including the dancefloor, is not permitted.

Damage to the Venue

- The hirer shall be liable for any damage caused to the venue or to the fixtures, fittings & furniture. The cost of such damage will be assessed by the venue and invoiced to the hirer after the event.
- The hirer shall leave the venue in the same condition as it was when they arrived.
- Any additional cleaning required due to a guest over-indulging (e.g., vomit) will be charged at a minimum rate of £175.

Thank you for helping us deliver a safe, well-organised, and memorable prom for your students. Should you have any questions or require further clarification, please don't hesitate to contact us.

THE
BOUNDARY