



On-Site Party Guidelines

If a small patient/resident gathering cannot be accommodated on the ward, please follow these guidelines:

- **Booking the Space:** The alternative party location is the Maxwell Library, De Lancey Lowe Room or Coombs Meeting Room. Please book this room through the ward administrator, ensuring the booking is documented and shared with reception and put on the outlook calendar. An Event Request Form should also be completed by the ward admin or manager and distributed to relevant departments – Porters, Catering, Domestic and ccrane@rhn.org.uk
- **Notification of Key Staff:** The Ward Manager, Reception, and CRS must be informed of the event to support any needs that may arise during the gathering.
- **Visitor Sign-In:** All guests must sign in upon arrival using the InVentry System at the front reception.
- **Guest Limit:** Each gathering may host up to **25 guests**.
- **Event Timing:** Parties should take place within daytime hours and conclude by **6 p.m.**
- **Room Condition:** Please leave the room as it was found, *including tidying and removing all rubbish* after the event and moving tables and chairs back to where they were found. The RHN will charge for any equipment damage or breakages.
 - If additional cleaning is required, a room cleaning fee will be charged to the resident's RHN account, at the following rates:
 - **Monday–Friday:** £20.10 per hour
 - **Saturday:** £23.70 per hour
 - **Sunday:** £27.20 per hour
- **Food and Beverages:** Families may bring or order in food, but please note that on-site food-heating facilities are unavailable. RHN catering is NOT available on the weekends or out of hours.
- **Alcohol Policy:** Alcohol is permitted in limited quantities, though public intoxication is strictly prohibited.
- **Patient Dietary Requirements:** If the resident or patient will be eating or drinking, please follow meal mat guidelines. The patient/resident's assigned registered nurse/nursing associate can review these guidelines with the family in advance.
- **Safety Restrictions:**
 - **No Candles:** To minimise fire risks, candles are strictly prohibited.
 - **Helium Balloons:** Due to the presence of sensors helium balloons are not permitted
- **Infection Prevention and Control (IPC):** Please follow all IPC guidelines in place at the time of the event.

Thank you for following these guidelines to ensure a safe, pleasant celebration for all. If you have any questions or special requests, feel free speak with your ward administrator.

Please sign this form and return it with the Events Form.

I understand and agree the above

Signed: Print name:

Date: