



PARKING, BALLOONS & RUBBISH

Vehicles **MUST** park in marked bays, not on pavements or verges, yellow lines, and only in a disabled bay if displaying a Blue Badge. Vehicles must **NOT** be left overnight in the car park.

If you are parking for over 3 hours, vehicle registration numbers **MUST** be entered into the tablet in the Hilt lobby area. Please note, this will not exempt your vehicle if it is parked incorrectly.

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 padlock code for the lock is 1609. Press the button on the bottom of the lock to open.
- 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 sent in the courtesy email 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.