

1st EAST GRINSTEAD SCOUT GROUP

SCOUT HALL RULES SUMMARY



Welcome to our Scout Hall.

Please help us keep it clean, safe and in good condition for everyone.

The person who booked the Hall is responsible for ensuring these rules are followed and full T&Cs are complied with.

CARE OF THE HALL

Please leave the Hall as you found it:

- Clean and return tables and chairs to storage (carry, do not drag).
- Remove all decorations the same day.
- Use only low-tack tape on walls.
- No nails, pins or fixings in walls or woodwork.
- No stiletto heels, spiked shoes or wheeled footwear.
- Sweep floors if necessary (equipment in cleaning cupboard).

IMPORTANT

- Report any damage or breakages immediately.
- The Trustees are not responsible for loss or theft of personal belongings.
- Police and Fire Officers must be allowed entry if required.

PARKING & ACCESS

- Do not block neighbours' driveways or access.
- Load/unload with consideration.
- Keep routes to exits and emergency access clear at all times.

KITCHEN

- Leave clean and tidy.
- Turn off all appliances and hot water boiler.

RUBBISH

- All waste and recycling must be bagged and taken home.

BEFORE YOU LEAVE

Please ensure:

- All lights are off.
- All heaters (including toilets and meeting room) are off.
- Windows are closed.
- Doors are locked.
- Keys are returned to the key safe and secured.
- Failure to follow these rules may result in loss of deposit and additional charges.

MUSIC & NOISE

- Music must finish by **09:45pm**.
- The Hall must be vacated by **10:00pm**.
- Keep doors and windows closed during amplified music.
- Please respect our neighbours and leave quietly.
- **No smoke machines or dry ice** (these trigger the fire alarm).

CAPACITY LIMITS

- **Events with dancing/bouncy castle:** Maximum 70 persons
- **Music/singing only:** Maximum 150 persons
- These limits must not be exceeded.

This Hall is run by a charity and maintained through hire income.
Thank you for treating it with care.

The Trustees