

Reeves Hall Hirer Terms and Conditions

Terms and conditions for the hire of Reeves Hall, Martins Fields Compton, SO21 2AZ (**Reeves Hall**) between 5th Winchester Scout Group Registered Charity No. 302314 (**5th Winchester Scout Group**) an adult over the age of 18 responsible for the booking (**Hirer**).

The Hirer agrees to abide by the following terms and conditions for the booking of Reeves Hall:

- A minimum of one responsible adult aged over 18 must be always present during the hall booking. For numbers over 25 there must be 2 responsible adults. For numbers over 25 there must be at least 4 responsible adults.
- Music, singing, dancing or similar entertainment must stop at 11pm
- Full payment must be made prior to the event via the online for the hall hire through the Stripe online payment method. No other payment methods are accepted.
- The Hirer must read the Reeves Hall Public Liability documents (<https://www.unityinsuranceservices.co.uk/scout-insurance/public-liability-insurance/public-liability-certificate-download>). If this does not provide sufficient cover for the Hirer's activities the Hirer must provision, at their own cost, additional insurance to ensure all activities undertaken are adequately covered.
- Good order and decent behaviour must be maintained that include no entertainment/activities which are a nuisance, indecent, annoyance or inconvenience to residents and the community.
- Ensuring that adequate safeguards are in place to protect the well-being of all attendees including children and vulnerable adults.
- Be familiar with and ensure attendees are familiar with the fire instructions and escape routes so to be able to complete a safe evacuation of the building in case of any emergency.
- Ensuring emergency exits are always kept clear and usable.
- Ensuring that their guests park sensibly and respectfully.
- No alcohol is sold as there is no licence agreement in place.
- No smoking inside Reeves Hall or within 10 metres of Reeves Hall.
- No person shall be allowed to remain while in a state of intoxication.
- Alcohol must not be consumed after 11pm and may not be given to persons under 18 years old or those already in a state of intoxication.
- Ensure the number of attendees does not exceed 40.
- Internet use via Reeves Hall Wi-Fi must conform to general fair and acceptable use.
- No cupboards and equipment that have not been agreed for use are not used.
- No excessive use of electricity, heating, or hot water.
- By making a booking you consent to allow 5th Winchester Scout Group and its associated service providers to store your data for the purposes of bookings.
- Any damage to Reeves must be notified immediately to 5th Winchester Scout Group.
- Exit Reeves Hall as per the agreed finish time and ensure:
 - Heating is turned-off
 - Bins are emptied with all waste taken away and disposed of responsibly
 - Recyclable items are taken away and recycled (no recycling at the hall)
 - Toilets and kitchen are clean and tidy
 - Hall is swept and left in a clean and tidy condition
 - Chairs, tables, and all other used items are put away
 - Clean all crockery and return to cupboards
 - All doors and windows are secured.

If these terms and conditions are not adhered to the Hirer is liable for the costs plus management fee deemed reasonable by 5th Winchester Scout Group.