

# Terms and Conditions

Please ensure you read and understand the following:

## 1. Event Organiser

- a. The person booking the event is the 'Event Organiser'.
- b. Bookings cannot be made on behalf of a third party.
- c. The Event Organiser is responsible for all attendees during the event.
- d. The Event Organiser is responsible for ensuring the space is kept clean and safe whilst in use.
- e. The Event Organiser is responsible for the good order of the space, ensuring that any rubbish is removed, and the space is left clean and tidy when the event has finished.
- f. The Event Organiser will be responsible for any chargeable cleaning or damage attributable to the event.

## 2. Restrictions

- a. Residences social spaces are available during term time only.
- b. No ball games are allowed.
- c. Maximum capacity must not be exceeded.
- d. Social spaces in residences must not be used for:
  - i. profit making events, although exceptions may be made for charitable fundraising to be discussed with the RSSB team prior to the event.
  - ii. fitness classes unless a Risk Assessment is submitted to and approved by the RSSB team prior to the event.
  - iii. music rehearsals, subject to consideration of noise and venue suitability.
- e. A Temporary Event Notice (TEN) is not required due to these restrictions:
  - i. No selling alcohol
  - ii. No serving alcohol to members of a private club
  - iii. No providing entertainment, such as music, dancing, or indoor sporting events
  - iv. No serving hot food or drink between 11pm and 5am.
- f. Any other licensing requirements must be discussed with and approved by the RSSB team prior to the event.

## 3. Noise and Nuisance

- a. A reasonable amount of noise will be permitted; however, the level must be controlled so as not to disturb other students and residents.
- b. There must be no offensive chanting or songs regardless of perceived humour.
- c. Instances of unacceptable behaviour will be reported to the Residence Events Team for disciplinary considerations.
- d. Estate Patrol may monitor the event or attend to address a concern or complaint.
- e. Any serious or urgent incidents will generate an Estate Patrol Incident Report and/or be referred to the RSSB team for disciplinary considerations.
- f. Residence Life Team, Estate Patrol, CARE and Residence Operations Team members have the authority to close the event if complaints are received.
- g. Requests for music to be turned down at any time must be honoured.

#### **4. Safety**

- a. If alcohol is consumed, please drink responsibly.
- b. Fire exits should only be opened in the event of an emergency.
- c. Fire exits and escape routes must not be obstructed at any time.
- d. Smoke, bubble and foam machines, candles and pyrotechnics must not be used.
- e. Smoking is not permitted in or within 5 metres of any of the University's buildings.
- f. Electrical items and lights should be switched off when the event has finished.
- g. For Students' Guild events, a Risk Assessment must be submitted at least 10 working days prior to your event. Please contact Students' Guild via [info@exeterguild.com](mailto:info@exeterguild.com).
- h. We reserve the right to terminate or suspend any activities deemed unsafe or that may be putting others at risk.

#### **5. Security**

- a. Where the Event Organiser is a designated keyholder for a space, they are responsible for the safekeeping of any access keys, fobs or cards issued to them.
- b. Keys/fobs/cards are to be used by the Event Organiser only.
- c. Where applicable, the key/fob/card must be returned to the relevant Residence Reception by the agreed time. Key drop boxes can be used when Reception is closed.
- d. The Event Organiser is responsible for ensuring the space is locked and all windows are securely fastened at the end of the event.
- e. Any security or welfare concerns must be promptly reported to the Estate Patrol.

#### **6. Cleaning**

- a. Where additional cleaning is required following the event, charges incurred will be passed on to the Event Organiser.

#### **7. Damages**

- a. Nothing may be stuck, affixed, glued, or stapled to the walls, ceilings, fixtures, or fittings without the Event Organiser having obtained the prior written consent from the RSSB team.
- b. In all matters relating to residence social space events, the decision of the RSSB team is final.

#### **8. Cancellation**

- a. If you need to cancel your event, please contact [rssb@exeter.ac.uk](mailto:rssb@exeter.ac.uk) informing us of the cancellation with as much notice as possible.

#### **9. Consequences of misuse**

- a. These terms and conditions are not exhaustive; a common-sense approach will be applied to all requests and bookings. We reserve the right to refuse or close events.
- b. In all circumstances, the integrity of the residences and health and safety of all relevant parties will be paramount.
- c. Failure to comply with the above terms and conditions could result in the Event Organiser not being permitted to use residences social spaces in the future.
- d. Any serious breaches of these terms and conditions may result in the immediate termination of the event and/or disciplinary action.