This document is for Meetings to use as guidance and as a



XXXX Quakers

check list, and can be modified or sections used to suit their

own requirements.

Issued/Revised: November 2018

**AGREEMENT FOR THE HIRE OF XXXXX QUAKER MEETING HOUSE**

**INTRODUCTION**

As an external hirer of facilities within the XXXX Quaker Meeting House, it is important that you read and agree to the terms and conditions as set out below.

We expect that users of the Meeting House will be in sympathy with Quaker ethos and practice, and we reserve the right to refuse bookings from any groups or individuals whose activities are considered by us to be inappropriate. Please speak to the Quaker representative if you are considering an activity or event which might be controversial. Information about Quakers is displayed in the Meeting House, and you are welcome to take any (free) leaflets.

One member of your group must be nominated as the responsible person: this will usually be the organiser. This person will provide us with a signed copy of this hire agreement confirming that the conditions of use (and any instructions for the use of the Meeting House) have been read, and are accepted. The responsible person must ensure that members of their group are aware of the conditions of use, including anyone deputising for the regular organiser. Anyone booking as an individual will automatically become the responsible person.

We have the right to cancel bookings if a user does not abide by these conditions of use. Fees already paid by the hirer will be refunded. If there is a limit on the number of people allowed in particular parts of the building, this information will be provided at the time of booking. If you are expecting a large gathering, please let us know.

There is a fire policy to observe, and a First Aid box and Accident Book located in the kitchen.

Instructions for the use of the heating system are displayed in the Meeting House, and must be followed carefully, for your comfort and safety.

If you wish to invite members of the public to your meeting or event, then you need to seek permission for this through the Quaker representative, well in advance of such an event, and you should put on your advertising "Held at the Meeting House by permission of XXXX Quaker Meeting".

CONDITIONS OF USE

1 **Use of tobacco or other smoking materials**: Smoking is not permitted inside the Meeting House. If smokers smoke outside the building they must check that this is acceptable to the Meeting, and must dispose of smoking materials in a fireproof container.

**2** **Alcohol**: No alcohol is allowed on the premises or grounds

**3 Gambling**: Gambling is not permitted on the premises or grounds. This includes Raffles and Lottery promotions, unless specifically agreed in advance.

**4 Damage**: Any damage to windows, fabric of the building, furniture, curtains, carpets or equipment will need to be paid for at actual cost of repairs.

**6 Fire risks**: Candles may only be used where permission has been given by the Quaker Meeting. They must not be placed near curtains, must not be left unattended and they should have a holder that catches any dripping wax.

**7 Use of kitchen**: When using the kitchen please work safely and with consideration for others. The kitchen must be left in a clean and tidy condition with all washing up completed and put away. Items placed in the fridge must be removed when you leave. A cleaning fee will be charged if you fail to do the washing up or leave the kitchen or appliances dirty.

**8 Electrical Appliances**: All portable electrical appliances provided in the Meeting House have been PAT tested. If you wish to bring your own mains operated electrical equipment to use, please ensure that it has a current PAT certificate label attached.

**9 Rubbish**: All rubbish should be placed in the appropriate waste or recycling bins provided. Larger items should be removed from the premises at the end of your session.

**10 Storage**: Storage space is limited, and items should only be left in the Meeting House by arrangement, in a designated place, and at your own risk.

**11 Injury/loss**: Visitors use the building (and the car park, if applicable) at their own risk; XX Quaker Meeting does not accept responsibility for injury or loss of possessions.

**12 Cancellations**. We do realise that changes happen and do not wish to penalise anyone for cancelling.

*[specify cancellation charges if applicable]*

Although it is rarely necessary, we reserve the right to cancel bookings and use the building for our own purposes or for essential maintenance. Adequate notice will be given where possible.

**13 Car parking**: *[clarify whether there is any, and if so what restrictions apply]*

**14 Payment**: Hirers are normally asked to pay the full cost of their booking in advance. Regular hirers will normally be invoiced at the end of each month for the coming month.

**15 Security**: The premises must be left secure with all lights, cookers and taps off, and the outside doors locked. Please be aware that (undesirable) people may enter the building if the door is left open. Also, there may be other groups in the building, perhaps with young children who could 'escape'.

Keys: When a key is provided, this will normally be numbered and must be signed for. If a key is lost we reserve the right to charge the hirer for the cost of changing the locks and issuing new keys*.*

**16 Responsibility**: Hirers and organisers are responsible for all aspects of their activities, including risk assessments, health & safety and appropriate CRB checks when children and vulnerable adult are involved.

**17 Insurance**: The premises are fully covered by insurance. However, the Meeting cannot accept responsibility for activities organised by hirers, or for equipment or personal possessions brought into (or stored at) the premises. Hirers are responsible for arranging their own insurance cover for these risks.

**18 Public entertainment**: If the booking is for a public entertainment (ie. one which is advertised publicly, whether or not there is an admission charge) it is essential that you ask us for further information before finalising your booking.

**19** **TV & Wifi**: Please note that the Meeting House does not have a TV licence, and any televisions brought into the building must be used only for watching videos/DVDs, and cannot be used for broadcast transmissions. If the Meeting House offers Wifi, hirers must comply with any instructions provided, and accept responsibility for their own security and safeguarding.

**20 Use of rooms**: Users should limit their use to the rooms which they have booked, and remember that the lobby, kitchen, toilet facilities and garden are communal areas. Notices must not be fastened to the walls, even with sellotape or bIu-tack. Footwear and equipment must not cause damage to floors.

**21 Confirmation of booking**: A request for booking should be made using the booking form provided, and the booking will be confirmed in writing.

**22 Access to building**: Times for access and departure will be arranged at the time of booking. When leaving, the premises must be left secure with all lights, cookers and taps off, and the outside doors locked.

I have read the above conditions of use and agree to abide by them when using the Meeting House. *[I confirm that I have been given a set of keys No and will return the keys at the end of the hire contract]*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this document and booking form to:-

Xxxxxx

**XXXXX Quaker Meeting House Booking Form**

(please print)

Date/s of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start / Finish time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Hirer/ Responsible Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other phone or email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room/s required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of participants expected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you intend to use the kitchen facilities for (tick as applicable):-

 ❑ Cooking food ❑ tea/coffee/biscuits only