Hertford Quaker Meeting and Quaker Room

Terms and Conditions of Hire

Rates ofHire:-

Quaker Room £10.00 per hour.

Meeting House £25.00 per hour

(Please note that the hours booked must include time to set-up the room and return it to the state you found it).

General Conditions of Hire

The Hirer (Responsible Adult) is the person whose signature is on the agreement form*.* They must read the terms and conditions of hire and the procedures if there is a fire or emergency. They must and ensure the terms and conditions are always adhered to.

Hirers are reminded that we have near neighbours and noisy activities must be avoided and you must leave the premises quietly.

Smoking, alcohol, illegal drugs, and gambling are not allowed on the premises.

There is no telephone on the premises, please ensure you have a mobile with you in case of emergency.

Bookings, Confirmation of Bookings and Payment

Applications are made to the *Lettings Officer by email*. New hirers must complete a booking request form and sign it to show that they have read and agree to our Terms and Conditions of Hire.

Prices are reviewed annually with any increases in tariff taking place from the beginning of each year.

Provisional bookings are held for up to two weeks until you confirm the booking by email. If written confirmation is not received, we reserve the right to re-let the building.

Payment is due for a single event seven (7) days before the day of the event. Invoices will be provided.

Regular hirers need to make payment by bank transfer/standing order.

Cancellation by the Hirer

We require a minimum 7 days’ notice of cancellation for single events and 1 months’ notice for regular hire.

Cancellation by Hertford Quakers

While every effort will be made to honour bookings, on rare occasions it is necessary for us to cancel them (for example for funeral). We aim to give as much notice as possible.

Care of the Meeting House

The benches must only be rearranged by prior arrangement at the point of hire with the Lettings Officer.

The grand piano is the property of Hertford Music Club and must not be moved or played without their permission.

Please do not fix anything to the walls with blutac or any other means.

Please leave the room as you found it and turn off any lights and fasten the windows before you leave the building.

Please tell the Lettings Officer if your group has caused any damage. We may ask you to pay for any necessary cleaning or repairs beyond normal wear and tear.

Care of the Quaker Room

Please do not fix anything to the walls. Blutac may be used on the white board.

When you have finished return all chairs and tables tidily to the cupboard and leave the room as you found it.

Before you leave, please turn off lights and heaters and close all doors.

Please tell the Lettings Officer if your group has caused any damage. We may ask you to pay for any necessary cleaning or repairs beyond normal wear and tear.

Use of Kitchen

Hirers are expected to clear up after themselves, do their own washing up and leave the kitchen clean and tidy with left-over food and drink taken away at the end.

Occasionally the kitchen may be used by two groups if both the Quaker Room and Meeting House are in use. Please be prepared to be flexible and make use of the trolley if necessary. Users of the Meeting House should be aware that a quiet activity may be taking place in the Quaker Room.

Use of the toilets

Users of the Meeting House can access the toilets in the Quaker Room and should enter quietly in case a quiet activity is in progress.

Please turn off all the toilet lights and make sure taps are fully off before leaving.

**Health, Safety and Security**

The Hirer (Responsible Adult) must accept full responsibility for safety procedures for their group in case of fire or accident. This responsibility cannot be delegated.

A first aid box and accident record book are kept in the kitchen to the right of the oven.

Personal electrical equipment used by hirers must be safe and conform to PAT regulations.

Inflammable and other dangerous substances must not be brought into the building.

Extreme care must be exercised when burning incense or candles. Please use appropriate incense holders and candlesticks that will prevent burns or other damage caused by ash or candle wax.

This advice is for the Quaker Room only.

Incense and candles must not be used in the Meeting House.

Should hirers notice potential hazards including defects in the fabric of the building or defective services, they are asked to notify the Lettings Officer as soon as possible.

If relevant, hirers are expected to have their own Children and Vulnerable Adult Safeguarding Policies and procedures in place to cover activity whilst using the premises.

Fire Safety

Safety is paramount. If you become aware of smoke or fire GET PEOPLE OUT of the building.

The Hirer (Responsible Adult) for each group must know the position of the fire extinguishers and fire exits.

Fire extinguishers (water, foam, and CO types) are sited in the Quaker Room lobbies and the Meeting House lobby. A fire blanket is sited to the right of the oven in the kitchen.

The Responsible Adult must account for the complete evacuation of their group to the Assembly Point outside the Snug Bar in Railway Street and call the Fire Service ASAP on 999

(Notify the Lettings Officer or Clerk as soon as possible afterwards).

Both Meeting House doors (front and rear) are fire exits and so are both Quaker Room doors. The gate key is to the right of the Quaker Room courtyard door.

A Fire Risk Assessment has been prepared and is available to hirers on request.

Hirers’ Publicity and Advertising Material

Please ensure the hirer’s own contact details are given on any publicity for your meetings. Mail sent to Hertford Quakers will not be distributed.

Hirer’s publicity must be clear that your meeting is not held under the auspices of Hertford Quakers.

Please use the notice board provided for hirer’s publicity.

Legal Responsibility

Use of the premises is at your own risk. Hirers shall indemnify Hertford and Hitchin Area Meeting against all claims, demands, actions or proceedings in respect of goods or clothing, or of the deaths or injuries of any persons which shall occur during the period of hire, provided that this indemnity shall not apply to any claim, demands, action, or proceedings which arises out of negligence on behalf of Hertford Quaker Meeting, or from any defects on the premises.

It is a requirement that all business hirers should carry their own Public Liability and Public Indemnity Insurance where appropriate and copies of all certificates made available for display.

Queries and Complaints

Booking Queries should be addressed to the Lettings Officer.

Queries about the Terms and Conditions of Hire, comments and complaints should be addressed in writing to the Treasurer via the Quaker Rooms.

Agreement

I have read the Terms and Conditions of Hire for Hertford Quaker Meeting House and the Quaker Room.

By signing this form, I accept all these Terms and Conditions of hire; and confirm, where appropriate, children and vulnerable adult safeguarding policies and procedures are in place.

(If this form is sent via email as an attachment, it will be considered to have been signed by the person named here.

Signature…………………………………………………….. Date…………………………

Print name……………………………………………………..

Group or Organisation

Address

Contact Telephone

Email