

East Garston Quaker Meeting: room hire terms and conditions

Hiring policy

Why do we hire rooms at our Meeting House?

East Garston Quaker Meeting is a part of Mid-Thames Area Meeting of the Religious Society of Friends (Quakers) in Britain. The Meeting House is our place of worship. We hire rooms to other organisations and individuals to provide space for sharing ideas, learning and giving support. We offer everyone who comes to use our building the opportunity to find out about Quaker values and beliefs and work, and the income allows us to run and repair our buildings.

Who can hire rooms?

Quakers respect the rights of everyone to express diverse opinions; we are therefore willing to hire rooms to a wide range of organisations, individuals, and groups. However, the Meeting House is not licensed for public entertainment, so no charges may be made at the door to members of the public. It may be possible for a hirer to obtain a temporary event notification for a paying event, but this needs to be discussed in advance. We reserve the right to refuse a booking if the hirer's activities or aims are in conflict with Quaker values, we feel the planned activity will impact other hirers, or they have previously failed to adhere to our terms and conditions of booking.

Terms and conditions of hiring

Hire rates

Main Meeting Room	£15.00 per session where is session is a morning, afternoon or evening. The charge for regular users who hire weekly or monthly is £12.00 per session.
Children's Room	£8.00 per session. The charge for regular users is £6.00 per session.

General conditions

- Alcohol is prohibited in all areas of the premises, including the garden. Smoking is prohibited indoors, and we ask visitors use the ashtray attached to the wall by the main doors.
- There is no parking within the Meeting House grounds.
- Noise should be kept to a respectful level, so as to not disrupt groups in other rooms, or our neighbours, both when using the premises and upon leaving.
- Notification must be given in advance if you want to use your own electrical or audio equipment.
- No animals, apart from assistance dogs, are allowed on the premises, including the garden.
- Hirers must have their own safeguarding policy to protect themselves, their participants, and others using the building from harmful acts and situations.
- East Garston Quaker Meeting has standard public liability insurance. It is the responsibility of hirers to provide any additional insurance cover for activities that they offer. East Garston Quaker Meeting is not responsible for the property of any hirer.
- East Garston Quaker Meeting shall not be responsible for any loss, damage or injury which may be incurred by, or be done by, or happen to, any person or persons in the premises during this hiring, arising from any cause whatsoever, or for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction, or Act of God, which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled. The hirer shall indemnify East Garston Quaker Meeting against any claim, which may arise out of the hiring in respect of such loss, damage or injury.
- The hirer shall be liable for all loss or damage to the premises, furniture, or fittings occurring during the period of hire. Any damage and breakages must be reported and will be charged for at the full replacement cost.
- Any advertising must not imply that your event is organised or supported by the Religious Society of Friends (Quakers) unless this has been specifically agreed. The contact details of the event organiser must appear on any publicity materials.

Safety Issues

- Fire exit doors must not be blocked at any time.

- Hirers are responsible for informing their groups of the location of fire exits, the fire assembly point, and for recording those present so as to ensure that all have left the building in the event of fire.
- Hirers should carry out their own risk assessments of the premises with regard to their proposed usage.
- Hirers and all members of their group must respect other users of the building and support the safeguarding of other children and vulnerable adults who are members of other groups.
- Hirers should remember that the Meeting House is open to the public. Do not leave items unattended, or remain in the building alone.

Leaving the Meeting House

- When you leave, furniture should be returned to its original position and any food or drink spills cleared with the floor swept/vacuumed if necessary. If you produce more than a very small quantity of rubbish, please take it with you.
- As you leave, check that all windows are closed, lights and heating are turned off (please check the toilets) and doors are securely closed.
- Please note that failure to leave the premises at the agreed time will result in additional charges being levied. Failure to leave the premises in acceptable order may also result in additional charges, e.g. for cleaning or damage to furnish

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