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## WOKINGHAM QUAKERS (RELIGIOUS SOCIETY OF FRIENDS)

**Quaker Meeting House 28 Denton Road Wokingham RG40 2DX**  
**Hirings Contact: [wokinghamhirings@midthamesquakers.org.uk](mailto:wokinghamhirings@midthamesquakers.org.uk)**  
**phone 0770 711 2679**

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Please acknowledge receipt of the key for the Meeting House at 28 Denton Road by signing this letter where indicated and returning one copy to me at the Quaker Meeting House (address above). You should retain the second copy. If and when your group disbands, the key must be returned to me together with the second copy of this letter. You will be given a receipt for the returned key.

Please particularly note the following:

- You should not use this key to have additional ones cut. Please let me know if your group requires more than one key.
- No smoking is permitted anywhere on the premises.
- Please report any defects in equipment, accidental damage or spillage to me as soon as possible.
- On leaving the Meeting House please ensure that windows and external doors are securely shut and locked.
- The Terms & Conditions for Hirings below are part of this hiring.

In the case of an emergency please contact me, Paula Seddon on 0118 978 1213 email: paula.seddon@ntlworld.com. Alternatively please contact Martyn Towle on 01344 302 542, Fiona Heston on 0118 979 3829 email: Fiona\_heston@hotmail.com or Paul Gregory on 0118 979 3829 email: pj\_gregory@hotmail.com.

Thank you,  
Paula Seddon

Acknowledged receipt of key \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Email \_\_\_\_\_

Organisation or group \_\_\_\_\_

Key returned by \_\_\_\_\_ Date \_\_\_\_\_

Acknowledged return of key \_\_\_\_\_ Date \_\_\_\_\_

### **Mid-Thames Area Meeting Terms and Conditions for Hirings**

#### **Applications**

The person signing the above shall be considered the hirer. Where an organisation is named, that organisation shall also be considered the hirer and shall be held jointly and severally liable with the

person signing the application form. A response by email implies acceptance of these conditions and shall be deemed to have been signed as above. Although we offer a relatively open policy, we reserve the right to refuse bookings.

### **Payment**

Invoices are normally issues quarterly in arrears.

### **Cancellations**

If because of unforeseen or unavoidable circumstances a booking has to be cancelled by the Meeting, any liability will be limited to the refund of the charges for the cancelled booking. Every effort will be made to give the user adequate notice of such cancellations.

The Meeting reserves the right to cancel a booking in the event of a breach of these conditions or if the hirer's activities and aims prove to be in conflict with Quaker beliefs.

The hirer may also cancel a booking and shall be entitled to reimbursement provided that written notice is received at least 7 days in advance of the hiring.

### **General Conditions**

**Alcohol** – is not allowed on these premises.

**Smoking** – is prohibited in all areas of the premises.

**Animals** – No animals, apart from guide dogs, are allowed on the premises, including the garden.

**Access** – Your group's key must not be copied, it must not be labelled with details of the Meeting House and it must not be passed on to others without the specific permission of the Hirings Contact. The Hirings Contact and representatives of the Quaker Meeting retain the right of access to all parts of the property at all times and reserve the right to refuse admission to any person or persons or to require any person or persons to leave the building.

**Egress** – Fire exit doors must not be blocked at any time. Emergency exits must only be used in the event of fire evacuation. Hirers are responsible for informing their groups of the location of fire exits and for recording the numbers of people present so as to ensure that all have left the building in the event of fire.

**Risk Assessment** – Hirers should carry out risk assessments of the premises with regard to their proposed usage.

**Use of premises** – The Meeting House is not licensed for public entertainment so no charges may be made at the door to members of the public.

**Advertising** – The advertising for your event must not imply that it is organised or supported by the Religious Society of Friends (Quakers). The contact details of the event organiser must appear on any publicity. All posters and flyers for display in the Meeting House must be supplied to the Hirings Contact. Written permission is required before a banner or poster may be attached to the outside of the building and such permission will be granted for display on the day of the event only.

**Use of kitchen** – The kitchen does not provide dedicated hand-washing facilities and is therefore not suitable for the preparation of food. However, it may be used to provide teas and coffees and to serve food prepared elsewhere subject to availability and to agreement with the Hirings Contact. The specific kitchen health and hygiene regulations as displayed in the kitchen must be observed.

**Equipment** – No additional electrical or audio appliances shall be brought on to the premises without the consent of the Hirings Contact. When audio or amplification equipment is used, the hirer must ensure that the volume of noise does not unduly inconvenience others. All equipment and materials brought on to the premises must be removed at the end of the session.

If you should discover a problem with any of our facilities or equipment, please report it as soon as possible to the Hirings Contact.

**Supervision** – The hirer is responsible for keeping good order during the hire, providing adequate stewarding and supervision to guarantee this. The Meeting operates a best practice policy for the safety and well being of children and vulnerable adults. The hirer must comply with any reasonable requirements of this policy in the event that any children or vulnerable adults may be on the premises at the same time as the hirer. Should the hirer have any children or vulnerable adults on the premises in connection with their hiring the Meeting requires the hirer to operate its own good practice to ensure the safety and well being of such individuals whilst they are on the premises. We expect the Hirer to have their own Safeguarding Policy and Procedures.

**Loss or damage** – The hirer shall be liable for all loss, damage or injury to the premises, furniture or fittings occurring during the period of hire. All damage and breakages must be reported to the Hirings Contact within 24 hours and will be charged for at the full replacement cost. The 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 the Meeting against any claim which may arise out of the hiring in respect of such loss, damage or injury. The Meeting shall not be responsible for any property of the hirer whilst on the premises.

**Security** – Hirers must ensure that no-one is admitted to the building who is not part of their group or legitimately attending their meeting. Doors should not be left open unless a doorkeeper is monitoring entry.

**Leaving the premises** – The premises, furniture and fittings must be left in good order and condition, with the floor swept/vacuumed, furniture returned to its original position and any food or drink spills cleared. Any breakages must be reported to the Hirings Contact. Check that all windows are closed, lights are turned off (especially in the toilets), the hearing loop turned off and doors securely closed. Please remove all waste from the premises.

Please note that failure to leave the premises at the agreed time may result in additional charges being levied. Failure to leave the premises in acceptable order may also result in additional charges, e.g. for cleaning.

**Insurance** – We cannot accept responsibility for any activities for those hiring our premises. Hirers are therefore asked to ensure that their own Public Liability Insurance is arranged to cover against any claim made against them in respect of any activity for which they are responsible, any equipment they bring on to the premises or any damage caused to the premises. The Meeting takes no responsibility for personal belongings.