

CONDITIONS OF HIRE

The BUILDING

- As the Meeting House has no warden or caretaker to look after the building, the key-holder of any organisation hiring the Meeting House is required to ensure that the rooms are left clean and tidy.
- If necessary the carpets should be vacuumed and the floors swept.
- No animals are permitted either in the building or in the garden, except assistance dogs.
- Please do not pick any flowers in the garden.
- Please restrict the level of noise so as not to disturb the occupants of the flats on the first floor.
- It is not permitted to smoke or to consume alcohol on the premises. Do not leave any butts in the grounds.
- When the rooms are occupied by different groups, the use of the kitchen must be shared.
- The heating is controlled by thermostat. Please do not alter the setting.
- Cleaning equipment is available in the cupboard on the right of the small bathroom.

The KEY

Hirers are responsible for the safe-keeping of their key for the duration of your use of the Meeting House. It must be returned when a group no longer uses the Meeting House. Replacement of a lost key will incur a charge of £20.

SECURITY

- When hirers leave the building, they must ensure all appliances and lights are turned off, all windows and internal doors closed, and the entrance door is locked; curtains must be left open.
- Newbury Quakers accept no responsibility whatsoever for personal or group belongings brought onto or left on the property, in the garden, or in parking areas.

HEALTH & SAFETY

- Children must be kept out of the kitchen and away from the cooker and the cleaning products which are kept in the cupboard under the sink.
- The First Aid box and Accident Record Book are hanging on the coat hooks in the kitchen.
- Any accidents and any materials used must be recorded in the notebook.
- All groups should have their own insurance cover and safeguarding policy. Hirers must conduct their own risk assessment of their activity.
- Chairs: Do not stack chairs higher than five.
- Hirers must make sure the cooker and kettles are switched off on departure.

FIRE

- Hirers must read the fire safety instructions and note the whereabouts of exits and fire extinguishers.
- Do not obstruct Fire Exits. On leaving, make sure no chairs are placed or stacked in front of Garden Room Fire doors.
- No naked flames or candles are permitted in the Meeting House at any time.

PARKING

NO PARKING is available during the day, except for 1 space outside the entrance door for loading and unloading, or for a disabled driver. The 3 spaces at the end of the garden are not for hirers.

HIRING TIMES

Monday to Friday: Morning 9:00-13:00; Afternoon: 13:00-18:00hrs; Evening: 18:00-22:00hrs.

WEBSITE <https://midthamesquakers.org.uk/newbury-meeting>

HIRER: Signature:.....Print Name:.....

Organisation:.....

Date:.....Contact No:.....