

## **MAIDENHEAD QUAKER MEETING**

**MID-THAMES AREA QUAKERS (registered charity 201030)**

**The Religious Society of Friends (Quakers)**

**Friends Meeting House, 14 West Street, Maidenhead, SL6 1RL**

Please reply to the hirings co-ordinator, Simon Bond. Email: [simon@armitage.biz](mailto:simon@armitage.biz). Address: as above. Phone: 01628 631216.

### **Meeting House Hirings**

The Friends Meeting House has two rooms available for hire. The Meeting Room is in the main building on West Street. The Garden Room is reached through the garden behind the Meeting House. The Meeting Room is 20' x 12' and holds up to 25 people. The Garden Room is 27' x 15' and holds up to 50 people in a cinema-style layout. A viewing of the rooms is recommended prior to a first booking, and any other requirements may be discussed then. They may be hired on the following terms:

For a single hiring, either room	£27.00
For a regular hiring, either room	£17.00

A session is a morning, lunchtime, afternoon or evening of up to three hours; exact times by arrangement. The rate for a whole day will be pro rata as set by our Treasurer. Use of the garden is only permitted by prior arrangement.

A kitchen is available with kettles and crockery for your use. Please wash up and leave the kitchen tidy. A first aid box is kept in the kitchen. If an accident should occur, please fill in the accident book in the box.

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

#### **Applications**

Following discussion with the hirings co-ordinator, all applications for hire must be submitted in writing on an application form and forwarded on completion to the hirings co-ordinator. The person signing the application shall be considered the hirer, except where the person signs on behalf of a limited company, when the company shall be considered the hirer. An application submitted 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**

Payment for a single hiring should be made at the time of booking or one week in advance. To have advantage of the regular user rate, payments must be made regularly in advance, i.e. before the dates to which they relate, without an invoice or reminder. Discounts are not normally given for occasional hirings but a petition to the Meeting may be made asking for financial support on

grounds that your organisation is working towards the objects of the Meeting. Cheques should be made payable to Maidenhead Quakers. If you wish to make a BACS payment, please contact the hirings co-ordinator.

#### **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 and to offer alternative accommodation within the premises if possible.

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 including the garden.

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

**Access** – If a key has been provided (subject to a £10.00 deposit) it 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 co-ordinator.

The hirings co-ordinator retains the right of access to all parts of the property at all times and reserves 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 hiring co-ordinator. 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 co-ordinator. 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 co-ordinator. When audio or amplification equipment is used, the hirer must ensure that the volume of noise does not unduly inconvenience users in other rooms, adjacent premises or any member of the public. 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 co-ordinator.

**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 for which they, or any member of their group, or any person attending their meeting, are legally liable occurring during the period of hire. All damage and breakages must be reported to the hirings co-ordinator 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 for which they, or any member of their group, or any person attending their meeting, are legally liable. The Meeting shall not be responsible for any loss or damage to the property of the hirer or personal belongings of the hirer or any of their group or any person attending their meeting.

**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 co-ordinator. Check that all windows are closed, lights are turned off

(especially in the toilets) 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 liability devolving on the Meeting arising out of the activities of the hirer or any of their group or any person attending their meeting in the course of the hiring at the 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.

Please complete the section below and return by email to Simon Bond (contact details above)

Name of group	
Contact name and address	
Email & phone no.	
Preferred date and time for booking	
Room requested	Meeting Room / Garden Room / Both (please delete as appropriate)
Description of group's activities	
Session title and activity planned	
Is the group a profit making undertaking	Yes / No (please delete as appropriate)
Please also provide a copy of your insurance certificate	