



WALLINGFORD QUAKERS

Friends Meeting House, 13 Castle Street, WALLINGFORD. OX10 8DL
Phone: 01491 837835 www.midthamesquakers.org.uk
Mid-Thames Area Meeting, Registered Charity (201030) of the Religious Society of Friends (Quakers)

CONDITIONS OF USE of Quaker premises at 13 Castle Street

Hiring charges

The basic charge for hiring the Meeting House is £12.00 per hour, with a minimum charge of £24 for a single period of up to 2 hours. Payment of £35 will secure use for 3½ hours, £60 will allow for 7½ hours. Make sure you factor in time for setting up and clearing away.

Hiring the Meeting House includes use of the kitchen and the toilet. Hereafter the word 'premises' refers to these three buildings, together with the courtyard at the front of the Meeting House. These 'conditions of use' apply to the garden room and back garden when applicable.

Unless other arrangements have been specifically agreed, such as a bank transfer, payment should be made to the Resident Friends at the above address, who will provide a receipt.

Responsible person

The designated 'responsible person' (as on the 'Booking Form' and 'Confirmation Form') is expected to familiarise themselves with these 'Conditions of Use' and the 'Basic Information Sheet' and ensure that they are adhered to. The 'responsible person' is considered to be the hirer. When an organisation is named, that organisation shall also be considered to be the hirer alongside the named 'responsible person'. This person and/or the organisation will be held responsible for any damage or neglect.

Provisional bookings

Please make it clear to the Resident Friends if you are only booking provisionally. Provisional bookings will be held for 48 hours after the Quaker Meeting has approved in principle the request to hire the premises. The Resident Friends will inform enquirers whether the Meeting has approved the hiring of the premises. If a booking can go ahead the Resident Friends will seek further confirmation or will inform people that the provisional booking is being cancelled. However, it is the enquirer's responsibility to contact the Resident Friends in order to proceed to a firm booking. Please only sign the 'Confirmation Form' once you are sure the booking is going ahead.

Cancellations

The hirer may cancel a booking and shall be entitled to reimbursement of any fees already paid provided that written notice is received at least seven days in advance of the hiring. 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 fee 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 can cancel a booking if the terms are breached or if the hirer's activities and aims prove to be at variance with Quaker faith and practice.

Keys

Keys are ordinarily only provided for longer term hirers and only if felt necessary for practical reasons. Requests for keys in the first instance can be made to the Resident Friends. The name of the 'keyholder' must be included on the 'booking form' when keys have been

agreed upon. If a key is provided it must not be copied, nor labelled with details of the address and it must not be passed on to others without the specific permission of the Resident Friends. Any loss of keys may necessitate a lock change plus the provision of new keys to all other keyholders. In this case, the 'keyholder' responsible for losing the keys (and the named 'responsible person' or organisation) will be held responsible for the total cost incurred. Keys must be retuned and remain the property of Wallingford Quakers.

Fire/emergency precautions

All hirers must familiarise themselves with the safety procedures, including the 'Fire/Emergency Notice' by the main door of the Meeting House. Hirers are responsible for noting the numbers of people present so as to ensure that all have left the building(s) in the event of a fire. Exits should never be blocked and users should be aware of the two assembly points in an emergency. In the event of a fire, the premises should be evacuated immediately and the Fire Services and Resident Friends contacted. Fire extinguishers are provided in the Meeting House, kitchen and garden rooms, please familiarise yourself with how to use them; however the safe evacuation of all those present is the priority. Users are advised to organise a practice fire evacuation every six months. The evacuations should be organised so that people gain experience of evacuating from both of the Meeting House exits. No naked flames (e.g. candles) are permitted in the Meeting House or garden rooms.

Safety precautions

The hirer is responsible for carrying out a risk assessment of the premises with regard to their purpose of use. Our external paths and our buildings are of varying styles and ages. Please be especially careful in wet or icy weather. Please ensure that nothing touches the grills protecting the heaters, because they become hot when the heaters are on and could scorch or burn any items touching them. There are also torches in the Meeting House and garden rooms in case the electricity supply fails. A torch can be found hanging in the passageway if this is necessary for any reason. Please familiarise yourself with the location of the torches. The 'responsible person' will be asked to sign a form to confirm that they have read and understood the 'Fire/Emergency Notice' and have been briefed on other health and safety matters.

Food safety

The kitchen does not provide dedicated hand-washing facilities and is therefore not officially suitable for the preparation of food. However, it may be used to provide teas and coffees and to serve food prepared elsewhere.

Electrical equipment

Only equipment that has been certified to be safe (as indicated by a current PAT Inspection Label) may be used on the premises.

Public entertainments

We are not licensed for public entertainment, film shows or the playing of recorded music. This prohibits non-members of your group being present for any such entertainments, admission charges or public advertisements for any such entertainments. We do not have a licence from the Performing Right Society (PRS).

Aromas

If you may use anything producing a noticeable aroma please mention this on your 'Booking Form'.

Smoking, alcohol and gambling

It is illegal to smoke in any of the buildings. If you smoke outside, please dispose of cigarette ends in the bucket provided in the courtyard. Gambling or the consumption of any alcohol is not permitted on the premises.

Animals

Animals, apart from guide dogs, are only allowed on the premises with the prior permission of the Resident Friends.

Personal accidents or near misses

For minor injuries, a green first aid kit is located in the kitchen. Any accidents/near misses should be recorded in the 'accident book' which is kept close to the first aid kit. Please also let the Resident Friends know if you use the first aid kit so that it can be replenished.

Security and behaviour

Users must ensure that nobody is admitted to the building that is not part of their group or legitimately attending their meeting. Groups must take responsibility for the behaviour of all people they admit to their meetings, including members of the public. Offensive behaviour and excessive noise are not allowed, and anyone violating this may be asked to leave. The Resident Friends can access all parts of the premises, at all times.

Vacating the premises

The premises should be left clean and tidy. Please re-position any benches or tables within the Meeting House and other rooms to how you found them. Ensure that all lights are out and any electrical items are switched off but please do not change the heating or loop system without guidance from the Resident Friends. If you are locking up the premises in the absence of the Resident Friends please ensure that everyone has left the premises before doing so.

Children and vulnerable adults

Hirers must have their own safeguarding policy to protect themselves, their participants, and others using the building from harmful acts and situations. Please do not leave children and vulnerable adults unattended anywhere on the premises.

Advertising

Users wishing to advertise events to be held at the premises are asked to make sure that any publicity does not give the impression events are being held under the auspices of the Religious Society of Friend (Quakers). The contact details of the event organiser must appear on any publicity. Any posters or flyers you may wish to be displayed in the Meeting House should be initially shown to the Resident Friends for approval. Please consult with the Resident Friends before attaching any large posters or banners to the buildings; if permission is given, it is only for the actual time of hiring.

Damage

Any spills should be cleaned immediately to minimise staining. Groups using the Meeting House (and other rooms) will be held responsible for any damage caused during their use of the premises, including the cost of repairs; the 'responsible person' being the principal representative who the Meeting will liaise with. Any damage should be reported to the Resident Friends within 24 hours. Please check with the Resident Friends if you need to attach anything to the walls or fittings within the premises.

Responsibility for user's security and property

Wallingford Quakers will not accept any responsibility for the personal security of users or any damage/loss to the user's property, however it is caused. The Resident Friends will try to discover the owner of any property left on the premises and will happily store items for three months. If items have not been claimed or collected after that period they will be donated to charity or otherwise disposed of.

Sustainability

We have a recycling system in place. Please place compostable items in the white dish on the kitchen counter. Clean recyclables (i.e. paper, plastic and glass) and non-recyclable waste go in the appropriate kitchen bins. General waste and recycling bins are also under

the table in the Meeting House. Please try to keep the Meeting House doors closed to reduce the electricity needed for heating.

Insurance issues

Wallingford Quakers shall not be responsible for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or other occurrence, which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.

Hirers should arrange insurance cover as appropriate to their needs:

1. Public Liability – Legal Liability in respect of
 - a. accidental damage caused to third party property
 - b. accidental injuries caused to third parties
2. Employers' Liability in respect to their employees, if any.
3. Property insurance.

Hirers should ensure that that they are abiding by any relevant codes of good/professional practice for their activities. We do have public liability insurance but the policies held by the Meeting only cover Quaker activities.