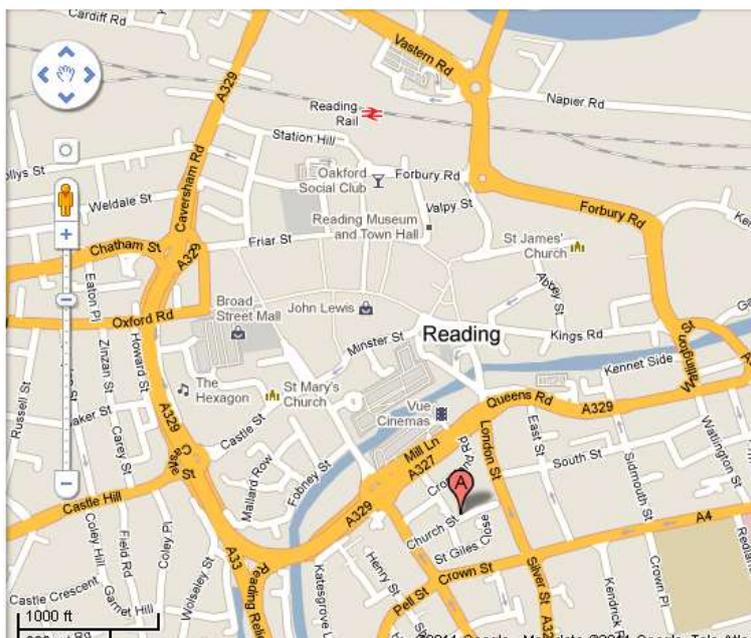


# Hiring rooms at Reading Quaker Meeting House



Address:  
2 Church Street,  
Reading  
RG1 2SB

Email:  
[Hirings@readingquakers.org.uk](mailto:Hirings@readingquakers.org.uk)

# Reading Quaker Meeting House: Rooms and Equipment for Hire

<b>Main Meeting Room (ROOM 1)</b>	A spacious, light and peaceful room built in 1835. It has 100 chairs plus benches to seat an additional 80 (maximum capacity 180). <b>No food or drink allowed in this room.</b>	£19.50 per hour
<b>Hall (ROOM 2)</b>	Ideal for seminars or presentations. Comfortably accommodates up to 50 people. 50 chairs available and eight large folding tables. Serving hatch to the kitchen.	£15.00 per hour
<b>Small Meeting Room (ROOM 3)</b>	Perfect for discussion groups. Seats 15 around central tables. Small adjacent kitchen suitable for tea making.	£11.50 per hour
<b>Committee Room (ROOM 5)</b>	An intimate room with a central oval table. Seats up to 10 people.	£9.00 per hour
<b>Children's Room (ROOM 4)</b>	A spacious and light room with toys, ideal for groups of up to 15 children aged 0-7. Small adjacent kitchen suitable for tea making.	£7.00 per hour
<b>Large kitchen</b>	Fully equipped with cooker, hot water urn, fridge, 80+ mugs, plates glasses, cutlery and double sink, serving hatch to Hall.  Please note that you may have to share the kitchen with other hirers.	£6.00 per day
<b>Data Projector</b>	If you hire the data projector, you need to bring your own laptop.	£10 per day

## Notes

- The minimum period chargeable for any hire is 2 hours.
- There's a 10% discount on the hourly rates for booking 10 or more sessions at one time.
- If the entire building is required for an all-day event (6 hours or more) we offer a 25% discount on the hourly rates. This is subject to paying a 25% deposit at the time of booking.
- Rooms are available for hire on Mondays from 9:00 to 15:00, and Tuesdays to Saturdays from 9:00 to 22:00. Rooms are not normally available on Sundays or bank holidays.
- The building is accessible. It is all on one level with ramps to entrances. There is an accessible toilet.
- Baby changing facilities are available in the accessible toilet.
- The Main Meeting Room has a Hearing Aid Loop, which can be used on request.
- Flip chart stands, a large projector screen, display boards and extension lead are available free of charge. Pens and paper are not provided.

# Reading Quaker Meeting: Hirings policy

## Why do we hire rooms at our Meeting House?

Reading Quaker Meeting is a part of Mid-Thames Area Meeting of the Religious Society of Friends (Quakers) in Britain. Reading Quaker 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. 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, we do not hire for private parties and 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 please discuss this with the Warden in advance

We reserve the right to refuse a booking if the hirer's activities or aims are in conflict with Quaker values, the planned activity will impact other hirers, or they have previously failed to adhere to our terms and conditions of booking.

# Reading Quaker Meeting House: Terms and conditions of hiring

## General conditions

- **Hirers should familiarise themselves with procedure in the event of fire. This is summarised in the Fire Action Plan (copies of which are fixed to the walls at various points in the Meeting House). They should also note the location of fire extinguishers and fire alarm points. Naked flames (e.g. candles) are not permitted.**
- 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 guide 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.
- Reading Quaker Meeting has standard public liability insurance. It is the responsibility of hirers to provide any additional insurance cover for activities that they offer. Reading Quaker Meeting is not responsible for the property of any hirer.
- Reading 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 Reading 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 to the Warden immediately and will be charged for at the full replacement cost.
- If you discover a problem with any of our facilities or equipment, please report it immediately to the Warden.
- Any advertising must not imply 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.
- Hirers must have permission from Reading Quaker Meeting Clerks to leave any leaflets or printed materials anywhere in the Meeting House.
- Any advertising must not imply that your event is organised or supported by the Religious Society
- Hirers should please avoid single use plastics (such as disposable bottles) where possible.

### **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. If you believe that there is an intruder in the building who could present a risk, please call the Police immediately and then inform the Warden.

### **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 one bin-bag 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. After 9pm, if you are the last person to leave the Meeting House, please shut the gate.
- 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 furnishing.

## **Booking, cancellation and payment**

### **Booking**

- A booking form must be completed for each event, or series of repeat events, and include adequate time to set up before your event, and clear away afterwards.
- The person signing the booking form is liable for the cost of the hiring. If the person is signing on behalf of an organisation, then the individual and organisation are jointly liable.
- When a signed booking form has been received, your booking will be confirmed in writing, your booking is not made until you have received this confirmation email.

### **Cancellation**

- If you cancel a session(s) giving greater than 7 days' notice, no charge will be made. Less than 7 days but more than 48 hours' notice, a charge of 50% of the total will be made. If you give less than 48 hours' notice, or fail to give notice, you will be charged the full amount.

### **Payment**

- Invoices are normally sent out monthly in arrears, by email, with payment due within 21 days of the invoice date by bank transfer, cheques are acceptable if not otherwise possible.

### **Discounts**

- 10% discount is given to those who book more than 10 sessions at once.
- We may occasionally agree a discount for activities in line with Quaker values, if an organisation is having real difficulty in meeting the costs. Please enquire.

# Reading Quaker Meeting House: Booking form

## Information about hirer

Organisation name and postal address	
Description of Organisation's Activities	
Your Name	
Contact Phone Number(s)	
Email Address	
Session title and activity planned (e.g. 'Yoga class')	

## Booking Request

Date(s)		
Times  <b>Please include time needed to set up and tidy away</b>	From:	To:
Room(s)		
Data projector? (Please delete as applicable)	Yes / No	

## Payment details

Preferred method of payment? (delete as applicable)	Bank transfer (preferred) / Cheque
Frequency of invoice; (delete as applicable)	Monthly in arrears (standard), in advance (by how many months?)
Email address for invoicing.	
Your reference number/code, if applicable.	

## Agreement

**By signing this booking form I agree that I have read and agree to the Terms and Conditions of hire laid out above in the Hirings Policy, and understand that failure to abide by them may cause the cancellation of future bookings, or prevent me from the further hiring of rooms at Reading Quaker Meeting House.**

**If this form is sent via email, it will be considered to have been signed by the person named here.**

Signed	
Print Name	
Date sent	

Please send to:

[Hirings@readingquakers.org.uk](mailto:Hirings@readingquakers.org.uk) (preferred)

Or

6 Church Street,  
Reading RG1 2SB