

# EALING QUAKER MEETING HOUSE



Ealing Quaker  
Meeting

## Terms and Conditions for Room Hire

*Quaker meetings encourage the use of their meeting houses to serve and benefit the local community. Quakers have a testimony to equality – an unshakeable conviction there is ‘that of God’ in everyone and that all people should be treated equally. You will be asked what the aims and principles of your organisation are before we are able to accept your booking.*

### TERMS AND CONDITIONS OF USE

All organisers and key holders are asked to study these Terms and Conditions carefully and to ensure that members of their group are aware of them as appropriate. They should be passed on to anyone deputising for the regular organiser. We have the right to cancel bookings if the hirer does not abide by these conditions of use or our lettings policy. Only fees already paid by the hirer will be refunded.

#### Responsible person

One member of each group must be delegated as the responsible person; this will usually be the organiser and/or key holder. This will involve giving us written confirmation that these terms and conditions are accepted. Anyone booking as an individual will automatically become the responsible person.

- 1. Security** You are responsible for security; while using the meeting house. You must ensure that all exterior doors are kept closed. On leaving the building the last or only person is responsible for **locking** the doors, switching off all inside lights and checking that all the windows are closed.
- 2. Keys** Meeting House keys are loaned on the strict understanding that the authorised key holder is responsible for the key at all times and that it is not to be copied or made available to any unauthorised person at any time. A refundable deposit is required.
- 3. Use of rooms** Only members of the hiring group should be allowed into the building. Hirers should limit their use to the rooms that they have booked, and include setting up and clearing up time in the hours booked. Hirers should remember that the kitchen, lobby and garden are communal areas. Ealing Quaker Meeting reserves the right to make additional charges for times/space not agreed to in advance.
- 4. Furniture** The rooms may be rearranged to meet the specific needs of the group or for a particular activity, but furniture should be returned to its original place at the end of the session.
- 5. Fire safety** You must observe fire precautions (see below).
- 6. Incense** Incense, joss sticks and similar products such as scented candles are not allowed as even the residual smell may make the building inaccessible to others.
- 7. Smoking** Smoking is not permitted anywhere in the building.
- 8. Alcohol, gambling (including raffles) and drugs** No alcohol, gambling (including raffles) or drugs are allowed anywhere on the premises.

9. **Property** Meeting house insurance does not cover your property, which is left on the premises at the owner's risk.
10. **Damage to the meeting house/Cleaning** Care should be taken not to damage the fabric of the meeting house or to leave the premises in a state which makes them unusable by another group. You are asked to deal with any immediate spills, etc (cleaning materials are kept in cupboard in store room). You must report and pay for all damage and repairs, including extra cleaning if rooms are not left in their original state. Damage should be reported as soon as possible to the Premises Management Committee by text/phone on 07771 173 275.
11. **Kitchen** The kitchen should only be used for drinks and light refreshments.
12. **Entertainment** The meeting house is not licensed for public entertainment or film shows. You may show films privately to your members but you may not charge or advertise to the public.
13. **Garden** The garden is for the quiet enjoyment of all and should not be assumed to be available for any group activity unless it has been booked specifically by arrangement with the Office Administrator.
14. **Insurance** You must take out the necessary insurances and have them in force for all legal liabilities that could arise, including personal injury and death to third parties (including employees and volunteers), or damage to the meeting house, or to the property of others arising out of your occupation and activities while on the premises.
15. **Safeguarding** You must ensure that any activities for children and young people and vulnerable adults comply with current legislation. It is the responsibility of the hirer to ensure that all necessary safeguarding checks have been undertaken before the hire period commences. We cannot accept any responsibility for the hirer's failure to comply with this requirement.
16. **Supervising children** Please ensure that children are supervised at all times. Our premises aim to be child-friendly but they are not designed specifically for children and responsible adults are needed to ensure safe use of both the meeting house and the garden. All facilities (including play equipment) must be used with adult supervision.
17. **Use of the meeting house** Ealing Quaker Meeting has the right to make exceptions to the availability of any of the rooms for their own use and, in exceptional cases, to cancel bookings by prior notice, usually at least 30 days, except in an emergency. Only fees already paid by the hirer will be refunded. Authorised members of Ealing Quaker Meeting have the right at all times to enter any part of the building and the right to refuse entry or continued admission to anyone.
18. **Notice/cancellations** We agree to give regular hirers a minimum of one month's notice and ask that they do the same by notifying the Office Administrator by email if they wish to stop hiring our premises. Any confirmed booking which needs to be cancelled should be notified to the office by email as soon as possible. Hirers cancelling at short notice will be charged a cancellation fee: less than a month's notice may incur a 50% charge. Less than two weeks' notice will normally result in the full charge being applied.
19. **Half-term, holiday and summer breaks** Regular hirers are asked to notify the Office Administrator of intended holiday, half-term or summer breaks, as this may provide an opportunity for maintenance tasks to be undertaken.
20. **Bank charges** Bank charges incurred on occasions when a cheque written to cover the cost of a letting is refused by the bank or is required to be re-presented will be passed on to the hirer, together with a small administrative charge to cover extra administration on the part of the Office Administrator.