

Frenchay Quaker Meeting House
Beckspool Road, Frenchay, South Gloucestershire, BS16 1NT

Clerk: Roger Angerson 0117 956 9490 Resident Warden: Helen Watts 0117 956 7337

Premises Hire: Terms and conditions

1. The Hirer accepts full responsibility for any damage to the building, furniture or equipment and will reimburse Frenchay Quaker Meeting if such occurs. Hirers are reminded that the Meeting House is a listed building which they are asked to respect. Regular hirers (more than three times per year) are required to obtain their own **Public Liability Insurance** to cover them for any claim against them in connection with the hire of our premises.
2. Frenchay Quaker Meeting accepts no responsibility for damage to, or loss of, property and / or equipment brought to the premises by the hirer. Any portable electrical equipment brought to the Meeting House by the hirer should be tested regularly and its use is the sole responsibility of the hirer. The venue will ensure that all electrical appliances supplied will be checked to comply with health and safety regulations.
3. The hirer or his/her representative must be present at the premises during the period of hire. Hirers are asked to leave the wooden external front door **open** and the glass internal front door **locked** at all times, except when supervised. Frenchay Quaker Meeting reserves the right to have a representative on the premises during all or part of the period of hire.
4. All functions must end (including clearing up) at the agreed time; otherwise an extra charge may be incurred. Evening lettings should finish by **10.00pm**.
5. There shall be no smoking, no alcohol or drugs consumed on the premises, garden or burial ground. The Hirer is responsible for the proper conduct of those using the Meeting House **at all times** during the period of hire. Please note **no stiletto heels** or other invasive footwear are permitted.
6. The Hirer must leave the Meeting House clean and tidy, with chairs stacked as found. Any crockery or cutlery used must be returned clean to the drawers and cupboards. **The Hirer is responsible for removing their rubbish**. There may be an additional charge for any extra caretaking required.
7. It is the responsibility of the hirer that all food hygiene requirements are met whenever food is being prepared and / or served on the premises. There is a separate basin in the kitchen for hand washing.
8. Frenchay Quaker Meeting reserves the right to refuse an application.
9. For health and safety reasons, only assistance or guide dogs are permitted in the Meeting House.
10. Frenchay Quaker Meeting House is primarily a place of worship. Occasionally, there may be a need to negotiate a booking with a hirer to accommodate the primary function of the Meeting House e.g. a funeral or a wedding. We would kindly request all hirers to be sympathetic to any minor alterations to booking arrangements. All possible efforts will be made by FQM to accommodate or find an alternative option.

Please respect our neighbours by parking with care and leaving the building quietly, if late.

Very many thanks, Frenchay Quaker Meeting House

(November 2016)