

## CONDITIONS FOR USE OF HORFIELD QUAKER MEETING HOUSE

- 1 The person shown on the contract or the named person/security code holder must be on the premises throughout the hire period and is responsible for ensuring that the terms and conditions listed below are adhered to and that members of their group cooperate with requests from the warden.
- 2 The hirer agrees to use the building only for the purpose agreed and as shown on the contract.
- 3 The contact details of the event organiser must appear on any publicity. All posters and flyers for display in the Meeting House should be handed to the warden. The address of the building should be shown as Horfield Quaker Meeting, 300 Gloucester Road, Horfield, Bristol BS7 8PD
- 4 Regular hirers are issued with a six digit security code to access the building. This code must be kept secure and the hirer will be fully responsible for anyone let into the building by themselves or members of their group.
- 5 The hirer agrees that the responsible person/code holder will ensure that external doors remain locked and the bolts engaged **at all times** unless a doorkeeper remains on duty in the front entrance.
- 6 Organisers are responsible for ensuring that the named person/code holder is familiar with the location of the first aid equipment and the fire procedures, which are displayed on notices throughout the building.
- 7 The hirer is responsible for ensuring that any electrical equipment brought onto the premises has a current certificate of safety in accordance with current legislation.
- 8 The hirer will make sure that no smoking (including electronic cigarettes), gambling (including raffles and tombolas) or consumption of alcohol takes place anywhere on the premises (including the front courtyard, entrance portico, garden, yards and side entrance); high heeled shoes and walking boots are not worn and animals (except registered assistance dogs) and bicycles, (including folding bicycles) are not brought into the building. We also request that plastic and aluminium glitter products are not used for activities or decoration.
- 9 Heating is provided when appropriate. The hirer agrees not to alter heating controls without prior permission. A fee of £20 will be charged if the hirer alters the heating and does not reinstate it prior to departure.
- 10 The hirer accepts responsibility for the area of the premises used by their group and will ensure that nothing is affixed to the walls, curtains, ceilings or floors by any method and that candles or incense are used only following prior consultation with the warden. The hirer will ensure that the premises, including cloakrooms, are left clean and tidy with furniture and equipment replaced, lights turned off, all crockery and cutlery is put away in the kitchen and recycling bins are used appropriately. Fire doors must be closed and all external doors and windows (including cloakrooms) firmly locked on departure. A fee of £20 per session will be charged on each occasion if it is necessary for the warden to clean or tidy after a group or external doors and/or windows are not properly secured.
- 11 The hirer agrees to be responsible for carrying out a risk assessment of the building with regard to their use of the premises. The organiser of a group which includes children agrees to ensure the safety of any toys and to make sure that children are supervised by an adult at all times and those under ten years are not allowed in the kitchen (even with a parent).
- 12 Only food prepared to professional hygiene standards may be sold on the premises.
- 13 Hot food, whether sold or not, can only be served after consultation with the warden.
- 14 The hirer undertakes to be responsible for identifying the potential needs of disabled and vulnerable people in advance and, in the event of fire, for ensuring that their group vacates the building.
- 15 The Religious Society of Friends will not accept responsibility for any personal or other property brought onto their premises and the hirer will recompense the Horfield Quaker Meeting for any breakages or damage caused by their use of the building including damage to the curtains.
- 16 The hire period shown on the contract always includes the time needed to set up and clear away. Additional time used outside the contracted period will be charged pro rata. Access to the building is not permitted before the arrival time shown on the contract.
- 17 The hirer will pay the hire fee, in full and preferably by cheque or by BACS to Horfield Quaker Meeting, quoting the invoice number, following receipt of an invoice on or before the last date of hire in the month.
- 18 Horfield Meeting reserves the right to cancel a booking in the event of a breach of the above conditions or if hirer's activities and aims prove to be in conflict with Quaker beliefs.
- 19 The hirer agrees to ensure that material not published by their organisation is not flyposted, leafleted, distributed or sold on the premises by participants or sponsors attending their meeting.
- 20 In the event of cancellation of a weekday booking by the hirer within two weeks of hire date, a charge of 50% percent of the full hire fee will be made except in exceptional circumstances. In the event of a Saturday or Sunday booking being cancelled at any time, the full charge will be payable except in exceptional circumstances. In both cases cancellation must be made in writing and the exceptional circumstances described.
- 21 Hirers must arrange for public liability insurance for fourth and subsequent dates when hiring on more than three occasions in any calendar year.
- 22 The booking is not confirmed until a signed copy of the booking form or email confirmation has been received by the warden.
- 23 The hirer agrees to abide by the conditions set out in the COVID-19 Addendum to this agreement, as updated from time to time."

**September 2020**

