

## **CONDITIONS OF HIRE**

### **GLOUCESTER FRIENDS MEETING HOUSE**

This building is the Meeting House of GLOUCESTER RELIGIOUS SOCIETY of FRIENDS also known as QUAKERS. Its primary purpose is for Quakers to meet together for worship and fellowship.

Gloucester Quakers are pleased to make the Meeting House available to groups and organisations within the wider community. ASH Chartered Surveyors (ASH & Co) deal with bookings on behalf of the Quakers. Please note that certain activities are not suited to using the Meeting House and this must be discussed with ASH & Co at the time of application. We hope you enjoy the Meeting House whilst caring for this historic building.

#### **GENERAL CONDITIONS**

- Organisations and Friends using the building should not imply or infer their activity has any connection with or is endorsed by the Religious Society of Friends (Quakers).
- No notices or advertising may be fixed to the doors, gates or entrance of the building.
- Hours for room hire are between 09.00 and 22.00 (9am and 10pm).
- Rooms may be used only between the hours booked, i.e. no early arrivals.
- All rooms, including the kitchen, to be left in the same layout and condition as they were found.
- No food to be left on site other than tea, coffee and sugar which must be left in a sealed container in the kitchen.
- The consumption of alcohol or drugs anywhere in the buildings or grounds is prohibited.
- Smoking is prohibited in the building, garden, archway and main gate entrance.
- Hirers may not use the Meeting House for political meetings.
- The hirer will not use the premises for planning or undertaking unlawful activities.
- Gambling is not permitted anywhere in the buildings or grounds at any time.
- The drains to the property are not built to deal with large amounts of toilet paper or sanitary products. Please be sparing in the use of toilet paper and please use the sanitary bins provided. No paper towels or wipes are to be flushed down the toilets.
- The front door is to be left secured at all times. It is not permitted to leave the door ajar or 'on the latch' at any time. This is essential for the security, health and safety and welfare of all users.
- All users are to treat other users of the building courteously at all times. Quakers or other hirers may be using other parts of the building. Please co-operate over door supervision and answering the doorbell. The lobby, garden and kitchen are communal areas available for all users of the Meeting House. Otherwise, please only use the rooms you have booked, and leave them tidy, replacing furniture if you have moved it.
- It is assumed hirers working with children or vulnerable adults have all safeguarding procedures required in place at the time of hiring. It is the responsibility of the Hirer to ensure that all necessary safeguarding checks have been undertaken before the hire period commences. Gloucester Quaker Meeting cannot accept any responsibility for the Hirer's failure to comply with this requirement.

- The site is only suitable for accommodating a maximum of 60 people. Please advise us of your usual/anticipated number of attendees in order that we can monitor this.
- There is no parking available at the Meeting House.
- Care should be taken not to damage the fabric of the Meeting House or to leave it in a state which could adversely affect another group. Please deal with any spills etc. immediately. You must report and pay for all damage and repairs. Damage should be reported as soon as possible to ASH & Co.

## ARRIVALS & DEPARTURES

- **Arrival and Departure** – Your booking times should allow sufficient time for any setting up and tidying away. On arrival/departure, please be aware that others may be using the building or arriving/departing. Please be courteous to other users. Please also be aware of residential neighbours, especially in the evenings.
- **Main Gates** – There are two main access gates – the pedestrian gate through the archway and a vehicle gate which is not to be used other than in emergencies. The outer gate (wooden with iron bars) is never locked. Please close this (without slamming) behind you. The inner iron gate has a combination lock – it is left in the closed position but not locked during hiring hours. Please use the left hand gate and do not attempt to lock these gates.
- **Main Doors** – The main doors are secured by a combination lock. The combination will be provided at the time that the booking is confirmed. We reserve the right to change the combination as and when may be required. The door is deadlocked by Glevum Security after 10pm and opened by the cleaners each morning. If on arrival the door is locked please contact Glevum Security in the first instance on 01452 729713 / 0870 4135330. For your own safety and that of other hirers, please do not leave this door 'on the latch' at any time.
- **Windows** – Window lock keys are located by all windows. Please ensure that any windows are closed and locked before you depart.
- **Security** – The building is opened first thing on weekdays by the cleaner and left on the combination lock. It is locked by the security company each evening. The security company and/or the Quakers open/lock the building at weekends.

The hirer is responsible for keeping the building secure whilst using the Meeting House. The exterior door should be kept closed. On leaving the building, the responsible person should make sure that:

Internal doors & windows are closed & secured where necessary (window locks).  
Main entrance doors are pulled closed and the combination lock is engaged.

### *CCTV & Alarm systems*

There is 24-hour CCTV monitoring.

Please do not attempt to use or try to manipulate the alarm system.

## HEALTH & SAFETY

- **Accidents and First Aid** – There is a first aid box and accident book in the bottom right hand side cupboard of the wooden dresser in the kitchen. Please record any accidents and first aid items that have been used in the accident book.
- **Food & Drink** – Users of the kitchen are expected to leave the room, the appliances, and the utensils in a clean and tidy condition. Any items left in the fridge must be labelled and should only be left in the fridge during the working week. Nothing should be left in the fridge over the weekend. Tea and coffee may be left in one of the unlabelled cupboards but must be in a labelled container. Any foodstuffs /

unlabelled items left on the kitchen surfaces will be disposed of. The kitchen surfaces should be thoroughly wiped down at the end of each hiring.

- **Fire & Emergency** – The building has a fire alarm, smoke and heat detectors, emergency lighting and fire extinguishers. The responsible person has a legal duty for the safety of persons comprising the group. These responsibilities include:

1. Undertake a risk assessment of the building before your booking.
2. Be aware of fire/emergency procedures. Provide a delegate in your absence.
3. Ensure all members of your group are aware of fire/emergency procedures.
4. No lighted candles, incense or naked flames permitted in the building.
5. The safe evacuation of their group and summoning of the fire brigade.

## BOOKINGS

- **Cancellation** – Any cancellations must be made in writing (email accepted) at least 48 hrs in advance of the booking to ASH Chartered Surveyors. Failure to provide this will result in the full booking price being charged. On rare occasions such as a Quaker event (eg. funeral or wedding) or for maintenance requirements, it may be necessary for the Quakers to cancel a booking. On these occasions any booking would be credited or reimbursed. We also reserve the right to cancel a booking if the terms and conditions of hire have been breached, previous bookings not paid for or the aims of the hirer are in serious conflict with Quaker values. No provisional bookings will be accepted.
- **Payment** – We invoice ongoing hirers monthly in arrears. Payment is accepted by cheque or direct bank transfer only. WE DO NOT ACCEPT CASH.
- **Insurance & Public Liability** – The Meeting House has its own public liability insurance covering Quaker activities alone. We cannot accept responsibility for any activities organised by those hiring rooms, for any loss or damage to property during the hirers use of the building. Any property belonging to the hirer or their guests is left in the premises at their own risk. Hirers are therefore asked to ensure that they have adequate insurance cover for any claim made against them in respect of any activity they are responsible for, any equipment they bring onto the premises or any damage caused to the premises.
- **Licences** – The Meeting House has PPL and PRS music licences. There is no TV licence, so no BBC programmes may be watched or live streamed on any device. iPlayer must not be accessed while in the building.
- **WiFi** - The Meeting House has Wifi. When booking, please ask for the name of the router and password if needed.
- **Storage** – Nothing must be left anywhere in the building or in the garden without prior permission from ASH & Co. Regular hirers may seek permission to store items. The store room is the only place where such permission may be granted. Each permitted item must be stored in a suitable box labelled with the name of the group.
- **Heating** – The heating is set according to the booking calendar. Do not touch the heating controls unless authorised. Please report any problems to ASH & Co.
- **Responsible Person** – A responsible person must be appointed to be in charge of security, care of the Meeting House, safeguarding and health and safety matters (eg. fire, and food hygiene) while in the Meeting House. Unless otherwise agreed this will be deemed to be the person who has made the booking. The responsible person is asked to read these terms and conditions and ensure that members of their group are aware of them as appropriate. We reserve the right to cancel bookings if the hirer does not abide by these conditions.

I/We acknowledge that we have read, understood and complied with the Conditions of Hire

Signed .....

Name (in capitals) .....

On behalf of .....

Date .....