

# Conditions of Hire for Lewes Friends Meeting House

## **Welcome**

We welcome you to our Friends Meeting House and hope you will have a successful event. We feel fortunate to have this building and wish to make it available to the community for hire at reasonable rates. In return we ask hirers to show consideration for other users of the premises by treating the facilities with respect, bearing in mind that it is a place of worship.

## **Suitability of Hirers**

The Local Quaker Meeting of the Religious Society of Friends reserves the right to refuse to hire the Meeting House to organisations whose activities are not compatible with the Christian discipline of the Religious Society of Friends in Britain.

## **Restrictions**

In accordance with the principles of the members of the society, the Meeting House may not be used for any form of gambling, the consumption of alcohol or illegal drugs, smoking or party political meetings. Cross-party open meetings of a political nature may be considered acceptable. Commercial activities of a social nature may be permitted provided that they are compatible with Quaker principles.

## **Health and Safety**

The person who makes the booking will be responsible for ensuring that the activity is conducted in a safe manner. If they are not going to be present at the event, they must explicitly delegate this responsibility to a named person who will be present. Hirers must accept responsibility for the safety of mains powered electrical equipment brought onto the premises.

Where sessions involve physical activity and an increased risk of physical injury beyond every day movement around the building, hirers are responsible for submitting a risk assessment and mitigation plan document to us. This must state the range of increased risks and note what action the hirer or delegated group member will take to mitigate these risks and respond to injuries.

We are responsible for ensuring that the premises are safe for hirers to use. We ask hirers to inform us about any health and safety issues that they become aware of, such as faulty equipment, through our local contact person.

## **Accidents or medical emergencies**

There is a first aid box in the kitchen, up on the wall next to the classroom door. If you are hiring the large meeting room you can access the kitchen via the door nearest the toilets (avoiding disturbing classroom users). Local doctor's surgery details are kept in the first aid box in case of medical emergencies. The box also contains a diary – please record the details of any incidents.

## **Fire Safety**

Hirers must familiarise themselves with the signed evacuation routes, the whereabouts of fire extinguishers and the location of fire safety doors and ensure that there are arrangements to pass this information on to those present at their event. The fire evacuation procedure is displayed by the front door. Hirers must be able to ensure that no one is left inside the building as far as possible without taking undue personal risk in the event of an emergency evacuation.

Hirers or delegated participants must be aware of any disability of participants that might impede them leaving the building independently (eg. physical disability, hearing or sight disabilities). Hirers are responsible for ensuring these participants are assisted to leave the building during an evacuation. Where ramps have been used for participants' access to the building, these must be left in place whilst these participants are on site to ensure quick evacuation.

Evacuation routes must be kept clear at all times. All doors and windows must be closed at the end of an event. The fire alarms are not linked to the fire emergency service so hirers must make a 999 call if they are aware of the need to do so. Hirers therefore need to have access to a working mobile phone during their time on the premises.

### **Safeguarding**

Quakers are deeply concerned for the welfare of children and vulnerable adults. Hirers are responsible for ensuring that a Safeguarding policy is in place if there are any children, young people or vulnerable adults who are not accompanied by a parent, guardian or carer attending an event. When assessing the suitability of a prospective hirer, the need for and appropriateness of the hirer's Safeguarding policy will be taken into account. We can help hirers with drawing up a Safeguarding policy if required, by providing a copy of our own policy. We will keep copies of hirers' Safeguarding policies so that we can demonstrate that we have taken all reasonable steps to ensure the welfare of children and vulnerable adults. Hirers must ensure that such persons are protected at all times by taking reasonable steps to prevent injury or damage. If required, hirers will provide us with evidence that appropriate screening checks have been carried out, and that they have complied with any other statutory requirements.

### **Insurance**

We have buildings, contents and public liability insurance which only covers loss resulting from our fault or negligence. It is an express condition of hire that hirers will pay for any loss or damage to the premises and / or its contents that occurs during a period of hire as a result of their activities.

Hirers are responsible for arranging insurance to cover themselves for this and for any public liability issues occurring during their events. If any loss or damage does occur during an event, hirers must inform us through our local contact person.

### **Licensing**

The Meeting House is not licensed for the public performance of live music or the playing of recorded music. It is not licensed for the public displaying of films or videos. We do not have a television licence. If hirers intend to undertake any of these activities during their events they are responsible for ensuring that they obtain the appropriate authorisation in advance.

### **Facilities**

Tables and chairs are available. Hirers may use the kitchen and toilets during the course of meetings. The crockery and kettles provided may be used but hirers are responsible for the supply of any provisions that they wish to consume. The hirer is responsible for ensuring that all items used are washed up and put away tidily after use. All the facilities should be left in a clean and tidy condition at the end of meetings. In particular, spillages of food or drink should be cleared up using the available equipment, and tables and chairs replaced as they were found. If hirers find that the

Meeting House is not in a satisfactory condition at the start of their meeting they should inform us through our local contact person so that the matter can be discussed with the previous user.

### **Accessibility**

We have endeavoured to take reasonable steps to make the facilities in our Meeting House accessible to all. However, it may not be possible to provide full accessibility to all areas. Therefore potential hirers are advised to check the suitability of the space they are considering hiring for their purposes.

### **Heating**

The heating is controlled by a timer, which is set to ensure that the heating is on during hire times. Please do not adjust the radiators.

### **Maintenance Work**

From time to time it will be necessary for essential maintenance and improvement works to be undertaken. Efforts will be made to minimise the impact on those who use the Meeting House.

### **Hire Charges from 1<sup>st</sup> January 2019**

Large room: £12 per hour for a minimum of 2 hours including setting and clearing up.

Small room & kitchen: £12 per hour for a minimum of 2 hours including setting and clearing up.

### **Local Contact Person for Booking Arrangements**

Requests for bookings should be made to Resident Friends by email at [quakermeetinghouselewes@gmail.com](mailto:quakermeetinghouselewes@gmail.com) or by ringing 01273 472276.

Alternatively, printed booking forms are available on request.

### **Noticeboards**

We ask hirers to check with Resident Friends before displaying information on the noticeboards.

### **Contractual Arrangements**

By making a booking hirers are indicating that they agree to be bound by the requirements of these

Conditions of Hire and to pay hire charges when they fall due. If hirers have difficulty with any of these conditions we ask them to discuss it with our local contact person. Persistent disregard for these conditions by a hirer may lead us to refuse future requests for bookings.

### **Cancellations**

We ask hirers to give as much notice as possible if they need to cancel a booking, so that the room can be made available to others. We will charge half the hire fee for cancellations made with less than a week's notice and the full fee for those with less than 24 hours' notice.

### **Provisional bookings**

We will hold provisional bookings open until three weeks before the booking date. After that, confirmed bookings will be given priority.

### **Payment of Charges**

Normally hirers are invoiced monthly or quarterly, but this can be varied by mutual agreement. We ask hirers to pay invoices promptly. Payment details are provided on the invoices.

### **Access Arrangements**

Regular users will be issued with a key code to enable them to gain access to the Meeting House. The key code should not be passed to anyone else. Key codes will change periodically. All users must ensure that the Meeting House is secure when it is not in use by dropping the latch on the porch door on departure.

### **Garden**

Please note that the garden is open to the public and the front gates open on to a busy road. Care should be taken to secure all gates before permitting any children to play in the garden. If necessary, the hirer must ensure that the outside light over the building's central porch is turned on when group participants arrive and leave, to improve visibility of the steps and path area.

### **Consumption of Food and Drink**

Food and drink should only be consumed in the small room and kitchen. If users wish to hire the meeting room and provide refreshments, they will also need to hire the smaller room (which automatically comes with access to the kitchen).

### **Storage**

Regular hirers may store materials only by agreement. This is done at the hirers' risk, bearing in mind that other users of the building may have access to it.

### **Acknowledgement**

I have received, read and agree to the Conditions of Hire for East Sussex Friends Meeting Houses and the Local Conditions of Hire for Lewes Friends Meeting House and will ensure that they are drawn to the attention of everyone in my organisation who is involved in organising events in the Meeting House.

On behalf of:

Signature:

Date:

Print name: