

RELIGIOUS SOCIETY OF FRIENDS (Quakers)

Quaker Meeting House, 75 Street Lane, Gildersome LS27 7HX

All correspondence should be addressed to: Booking co-ordinator

CONDITIONS OF HIRE AND GENERAL INFORMATION

1. Rooms are let on an hourly basis with a minimum charge operating.
1. Meeting Room bookings include the use of the kitchen, crockery, cutlery etc.
2. Food, other than biscuits, MAY NOT be consumed in the meeting room
3. Gaming and the consumption of alcohol are not allowed in the building or grounds.
4. Smoking is not permitted in the building or grounds.
5. Hirers are responsible for leaving the premises clean, tidy and securely locked.
6. Property left on the premises (lost property) will be kept for one month and may then be disposed of.
7. The landlord may cancel any hiring without notice where a circumstance arises to make it necessary. In the event of the hiring being cancelled by the landlord, any fees paid for that occasion will be refunded. The Landlord shall not be held liable or required to pay compensation for any loss sustained as a result of the cancellation.
8. The landlord reserves the right to decline any application.
9. FIRE EXTINGUISHERS are provided and all hirers must read the 'Fire Procedures' sheet before using rooms
10. There is a FIRST AID BOX (including accident book) in the KITCHEN and GATEHOUSE – all accidents should be recorded and reported to the booking coordinator.
11. No naked flames or candles are to be used inside the building.
12. Hirers must comply with all music, media and BBC licence regulations.
13. Hirers are required to undertake a risk assessment of any proposed activities at the Quaker Meeting House.
14. Hirers must follow all information on the 'Information for Hires sheet'.
15. Hirers must ensure that any electrical equipment brought onto the premises has been P.A.T. tested within the last 12 months.
16. In compliance with the Data Protection Act, your room booking information will be held by the Room Hire volunteers and the Treasurer only.
17. Room capacity for hirers: Meeting Room 40 people & Gatehouse Room 6 people.
18. An annual review of conditions of hire and room fees is undertaken.

LETTING AGREEMENT:

Bookings are confirmed when the Hirer is in receipt of a Letting Agreement signed by the booking co-ordinator. For your first booking, please complete two copies and return both, with the correct fee to the address given at the top of this page.

Cheques should be made payable to: Gildersome Meeting of the Society of Friends

This Letting Agreement supersedes previous letting agreements and will apply to all subsequent bookings. Booked dates MUST be carefully confirmed with/by the booking co-ordinator. Subsequent bookings will be charged for by invoice and all payment made **must quote the Invoice number.**

LETTING AGREEMENT: PARTIES: **1) The Landlord:** Gildersome Meeting of the Society of Friends (Quakers) at 75 Street Lane, Gildersome, LS27 7HX

2) The Hirer: Name of organisation:

Name of contact person:

Address:

e-mail:

Telephone:

Room/s facilities required: Meeting Room £10 per hour (£20 min. charge on each occasion)

Gatehouse Room £5 per hour (£10 min. charge on each occasion)

On (Date/s)

Time (from/to)

Letting Fee

The Landlord will:

1. Grant access to the premises and for the term of letting specified.
1. If the Hirer notifies the Landlord of his wish to cancel a booking the Landlord will refund 100% of the fee paid for that occasion.
2. Refund the full Letting Fee in the event of cancellation by the Landlord.
3. Refund the full letting fee for that session in the event of the failure of services or equipment which necessitate the cancellation or abandonment of the letting by either the Hirer or the Landlord.

Signed: _____ **on behalf of the Landlord** **Date:** _____

The Hirer will:

1. Be responsible for making arrangements to insure against any third party claims which may lie in his/her organisation whilst using the Meeting House. The Landlord is insured against claims out of the Landlords own negligence.
1. Be responsible for making arrangements to insure against any loss or damage to property or personal possessions brought on to the property by the Hirer or any other person who attends the premises in connection with any meeting carried on by the Hirer or on his behalf. The Landlord cannot be insured against such claims.
2. Report any damage or spillage upon the premises or contents. Hirers may be required to pay the cost of any necessary repairs, replacements or specialist cleaning.
3. Not permit the premises to be used for the sale of goods in the course of any business or profession.
4. Not assign or sub-let the premises.
5. Not do any thing on the premises or land attached thereof which may vitiate any insurance on the premises or contents or cause any public nuisance.
6. Remove any articles brought to the premises by him/her and not to attach any banners, bills or poster to any part of the premises without the Co-ordinators permission.
7. The Hirer must be over 18 of age and shall be the person by whom this form of application is signed. Such person shall be liable and be responsible for the fees payable in respect of the hiring and for the observance and performance in all respects of the conditions and stipulations contained herein and in the part of this form entitled "Conditions of Hire and General Information".
8. Not to make any additional copies of the Meeting House key.

Signed : _____ **on behalf of the Hirer** **Date:** _____