

Gildersome Quaker Meeting House,

Information for Hirers

We seek to provide good clean accommodation but please note we have no warden or caretaker on the premises. We employ a cleaner once a week, but we depend on our hirers to leave the building tidy for the next users.

KEYS

Regular users are given a set of keys. For one-off bookings please arrange to collect and return the keys from

PAYMENT

You will normally be invoiced for payment. Payments should normally be made by bank Transfer, the account details will be given on the invoice. **All payments made must quote the invoice number.**

USAGE

Toilets: The key for the toilets is located: on the hook to the left as you enter the Meeting Room through the front door.

The toilets should be locked at the end of the hire and the key returned

Heating: the electric fan heaters are set to come on to provide heating prior to your arrival, it is essential that at the end of your booking, you check that all the heaters are on so that the room can be heated for the next group (the electricity is timed to switch off shortly after your booking ends).

Children: Where children's activities are concerned, the organisers must ensure that adult supervisors have the necessary legal clearance.

Kitchen: Hire of the meeting house includes use of the kitchen but please bring your own food and drink and tea towels for washing up. Please wash up and replace crockery and cutlery in the appropriate cupboards and drawers. **Please do not leave any milk or food in the kitchen.**

First Aid – there is a First Aid Box in the kitchen

Rubbish: Take away anything you brought but have not used. Please take all your rubbish with you (there should be some under the sink in the kitchen).

Furniture: You may arrange the chairs to suit your own use, but when you have finished please ensure that both rooms are left as you found them

Cleaning: If you need to sweep the floor a large broom and a brush and pan are available in the kitchen

Equipment: Hirers will be responsible for any equipment of their own which they may need to bring to the meeting house. We regret that we do not have storage space for you to leave equipment.

In addition please note:

- There is no telephone in the meeting house;
- Please do not attach anything to the walls;
- Smoking and alcohol are NOT permitted inside the meeting house;
- Naked flames should never be left unattended;
- No banners are to be attached to the exterior of the building or advertising boards placed on the public pavement

LIGHTING FOR THE PATH

There is an outside light which lights the path on dark evenings. The control switches are to the left of the main door when you enter the building.

WHEN YOU LEAVE PLEASE ENSURE:

- Chairs are returned to their original position;
- All interior doors are closed (including the kitchen);
- All windows and emergency exits are secure;
- The toilets are locked
- The heaters are all on
- All lights are out ;

FINALLY, SOME IMPORTANT INFORMATION

All the bookings, maintenance of premises and setting of central heating for the week are managed by Friends within our meeting on a voluntary basis so that we can keep the hire charges as low as possible. We hope you can help us in this aim by giving reasonable notice of any bookings required and bearing with us if we do not always respond immediately.

Although we will avoid this wherever possible, there may be the odd occasion when we need to cancel a booking if a funeral or other emergency Quaker activity requires the whole of the premises. In such a case we will give as much notice as possible.

Emergency Contact Details:

- 1 Gordon Appleyard 0113 2852466
- 2 Jo Stevens (day time only) 0113 2523764
- 3
- 4

Important – the Quaker Cottage resident is not employed by the Meeting to provide support in an emergency and **should not be contacted**.