

# Horsham Quakers

Worthing Road. Horsham. RH12 1SL  
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## CONDITIONS OF HIRE

(update Jan 2020)

***Please read carefully, then sign & return the booking form to accept the conditions. Booking forms may be posted or scanned.***

### **Bookings Policy**

Horsham Quaker Meeting House is managed by Quakers in West Weald Area Meeting (Registered Charity). Our building is first and foremost a place of worship. As a religious community we bear witness to peace, equality, integrity, simplicity and sustaining the environment and want our values to show through our actions. In our aim to serve the community, it is important that events and meetings which take place in our building should not be in conflict with our values and the public statements of Quakers in Britain.

**We reserve the right to refuse or cancel any booking we feel might be in conflict with our values and particularly welcome those which uphold them.**

We are happy to share the use of our Meeting House and trust you will cooperate with us by ensuring that those in your group take reasonable care of the premises. It is your responsibility to ensure that the conditions of use are adhered to, when using the building.

**Bookings:** All bookings are to be agreed in advance with the Warden. One or more named individuals must accept responsibility for the hire as supervisors on behalf of the group and be present throughout the hire period. The Meeting reserves the right to refuse certain bookings, or to cancel use by a group if conditions are not met.

**Cancellation:** At least **Seven days notice** is required in writing (email) for any cancellation or change of dates. We will be happy to transfer payment to an alternative date but generally will not offer a refund. Cancellation within 7 days will normally result in hire charge being lost.

**Capacity:** **The capacity of the hall is 60 people and the Rigge room is 16.** These numbers are not to be exceeded in any circumstances as they are legal fire restrictions. Any group infringing this may have their hire agreement terminated.

**Hire Charges:** Hire charges are a contribution towards the cost of upkeep, and are reviewed annually.

**Payments:** Payment is due **at least 7 days in advance** of any booking. For weekly bookings, payment should be made by the start of each month. This can be made by electronic transfer, cash or cheque (payable to Horsham Quaker Meeting). Invoices & receipts can be issued if required.

**Security:** It is EXTREMELY important that all supervisors take responsibility for securing the building during & after use. Access to the Meeting House is via a keypad system (details will be provided during initial tour of the building).

**First Aid:** It is the supervisor's responsibility to ensure that adequate first aid cover is provided for their group. A first aid kit is available in the Kitchen.

**Fire procedures:** The building is fitted with radio linked smoke alarms. Supervisors should familiarize themselves with fire procedures according to the notices which are displayed within the building. They should also be aware of the position of fire extinguishers and be responsible for raising the alarm, as well as evacuating the building in case of fire.

**Insurance:** Hirers MUST ensure they have the necessary insurances in force for all legal liabilities that could arise, including public liability, personal injury, death to third parties (including employees and volunteers) or damage to the Meeting House or to the property of others arising out of their occupation and activities while on the premises. The warden maintains the right to check the existence of such insurance cover on request.

**Safeguarding & CRB:** The Hirer shall ensure that any activities for children and young people comply with current child protection legislation. It is the responsibility of the Hirer to ensure that necessary Child Protection checks have been undertaken for all adults working with children and young people, before the hire period commences. Horsham Quaker Meeting cannot accept any responsibility for the Hirer's failure to comply with this requirement. Children must be adequately supervised at all times.

**Drugs, alcohol & smoking:** The consumption of alcohol or illegal drugs on the premises is strictly prohibited. Smoking is not permitted inside the building.

**Data Protection notice:** Details of all hirers will be held on a database for accounting, auditing and marketing purposes. The details will not be passed onto any third parties.

**Acceptance:** You are required to sign the booking form confirming you have read & accept these conditions.