

1. THE GENERAL CONDITIONS for ACCEPTING A BOOKING:

Carlisle Quakers welcome enquiries and requests for the use of the Meeting House from individuals, groups and organisations whose work we as Friends might wish to support. In general terms, we support self-development, community and charitable activities of a non-commercial (non-profit) nature. However Carlisle Quaker Meeting reserves the right to request written details of the aims and policies of those wishing to use the Premises to enable us to understand their needs and objectives;

Carlisle Quaker Meeting reserves the right to conduct necessary background checks on any potential Hirer and/or their speakers prior to confirmation of bookings.

All current legislation and regulations must be complied with during the Hire Period so as to ensure that no discrimination takes place regarding gender, race, colour, ethnicity, nationality, religion or belief, sexual orientation, disability or age.

No smoking, alcohol, gambling (including raffles) or drugs are permitted anywhere on the Premises.

Carlisle Quaker Meeting is part of the registered charity Cumberland Area Quaker Meeting. CAQM has an equal opportunities policy, and users of Carlisle Quaker Meeting House are required to accept that the policy also applies to their activities. See section 4 below.

A proposed booking may be refused if:

- a. The aims or policies of the Hirer or Guests are in serious conflict with Quaker principles.
- b. The Hirer or Guests have been linked to violence or incitement to hatred or violence.
- c. Misbehaviour has occurred during a previous hiring or at another Quaker property.
- d. The Hirer persistently breaches the Booking Conditions as set out in the sections below.
- e. A contravention of Fire or Health and Safety regulations may reasonably be anticipated.

2. BOOKING PROCEDURE

The charges for use of our rooms are determined in three ways:

2.1 For periods of 1 or 2 hours

Room	Maximum seating	Charge per hour
Small Meeting Room	20	£12.00
Large Meeting Room	50	£18.00
The whole building	---	£25.00

2.2 For periods of 3 or 4 hours the Half Day Rate Applies

Room	Maximum seating	Charge
Small Meeting Room	20	£30.00
Large Meeting Room	50	£45.00
The whole building	---	£60.00

2.3 For periods of 5 hours or more up to 8 hours, the Full Day rate applies

Room	Maximum seating	Charge
Small Meeting Room	20	£60.00
Large Meeting Room	50	£90.00
The whole building	---	£125.00

Note that the Full Day rate applies to a period between 07:30 and 17:00

There are no special discounts for particular organisations or groups. The above rates will be reviewed in April 2024, and lower rates for the period April to September will probably apply.

When requesting a room booking, please provide relevant details of your organisation, the contact person, the invoicing postal address and also an email address. Most correspondence is done by email if possible. Please also state the nature of your proposed activities, the room and times requested. As noted in section 1 above we may require a written statement about your group's aims and details of any guest speakers.

We issue invoices monthly to room hirers. All charges are at the discretion of the Bookings Coordinator. Payment is requested within 21 days from invoicing. Any breakages, damage or additional cleaning that is required will be charged additionally to the hirer. Failure to pay on time may lead to the cancellation of further bookings.

Payments. These can be by BACS direct to our bank account (Carlisle Quaker Meeting, Sort code 08-92-99, A/c 67240531) or by cheque payable to 'Carlisle Quaker Meeting'. In the case of payments by BACS please give the invoice number as the reference. Cheques should be left at the Meeting House for the attention of the Bookings Coordinator. For those who have to pay by cash, the cash must be brought to the Meeting House between 10:00 and 10:30 on Sundays and handed to the treasurer or his deputy. **NOTE:** On the first occasion of using the Meeting House, payment is required at the time of the booking.

The Agreement You are also required to sign two copies of the Agreement as on the final page attached, and return one copy to the Room Hire Coordinator in good time before you use the Meeting House. No bookings are accepted unless we have received the agreement.

Cancellations. If you find it necessary to cancel a booking, you should notify us as soon as possible, as it may prevent us accepting an alternative booking. If you do not advise us of a cancellation before the day preceding the day in which your booking has been made you will be liable for payment, unless there are exceptional circumstances, and by agreement.

Preparation Time If you need time to prepare or set up equipment before the start of your gathering, please include that period when requesting your booking.

Contact Person For all enquiries and booking requests, please contact the bookings coordinator at carlisle.bookings@cumberlandquakers.org.uk. Telephone – 07400 – 718 048

The address of the Meeting House is: Carlisle Quaker Meeting House, Fisher Street, CARLISLE CA3 8RR. Further information on the meeting house can be found at <http://www.cumberlandquakers.org.uk/Carlisle.htm>

3. THE USE OF THE MEETING HOUSE

On arrival, Entry to the building is via the main front door which is fitted with a code lock. The code is of 6 digits, and the Bookings Coordinator will advise you of the code. The code may be changed at year end, and if you are still using the building, you will be advised of the new code. For your first booking, or if you are only using the premises occasionally, please make arrangements for access to the building with the Bookings Coordinator. Please see the agreement form attached.

On departure, all rooms must be tidied, the kitchen left clean, and all furniture restored to its original layout. Please leave the building fully secure and locked with windows closed. Please turn off all lights. (Note that the ones in the lobby and corridor work automatically). Please turn off the heating if you have switched it on. Note that the front door may need pulling to until it is locked. Please check from the outside that the door is locked. Instructions on locking the door via the code lock are on a notice on the inside of the door.

Heating The heating in the Meeting House is controlled via the Internet by the Bookings Coordinator. The control of the heaters locally is locked and cannot be adjusted. If you find the premises too warm or too cold, please contact the Booking Coordinator.

Safety Hirers are responsible for their group's safety while on the premises, and should pay attention to the condition of any electrical equipment (e.g. projector) that is brought on to the premises.

Kitchen Hire of any room includes the use of the kitchen facilities for refreshments. You need to provide your own tea, coffee, milk, etc. You are not permitted to use the oven or the microwave.

Disabled Access We seek to be fully welcoming to everyone without distinction. Our premises have disabled access including a toilet for people with disabilities. Access for wheel chairs is via the rear door. We can provide a hearing loop in the main meeting room.

Car Parking We have a small on-site car park. During morning and afternoon sessions parking is limited to the leader of the group who will be issued with a parking permit on request, but in the evening up to four cars may park without permits.

Audio Visual WiFi is available in the building. The SSID and passcode to access the internet are available to the group leader for use when giving talks – we request that the internet is not generally used by group members since all 13 of the heaters in the building are permanently connected to the internet and we do not wish the WiFi system to be overloaded as this may interfere with the heating controls. We do not have TV projection facilities permanently installed, but do have a projector which might be available for regular users of the building: please contact the Bookings Coordinator to see if this is possible. However the large meeting room does have a hearing loop. The switch for this is in the SE corner of the room. Please turn it off afterwards.

4. OTHER CONDITION OF USE of CARLISLE QUAKER MEETING HOUSE

Safeguarding of Vulnerable Adults and Children. We have our own comprehensive Quaker policy for Safeguarding Children and Vulnerable Adults. Where hirers allow children, young people or vulnerable adults onto the premises, you must have your own safeguarding arrangements in place. You must confirm to us in writing that you have such a policy of your own, or that you are willing to use our policy which available for download at <http://www.cumberlandquakers.org.uk/> You will see a link on the main page. Please see the agreement form attached.

Accidents & damage You must inform us of any accidents, breakages, shortages or damages as soon as possible.

Insurance The Meeting House has comprehensive insurance arranged by Carlisle Quaker Meeting against any claim which may be attributed to Quakers' responsibility. All users of the meeting house should consider whether their activities may give rise to injury, loss or damage, and arrange insurance accordingly. In the past Carlisle Quaker Meeting had an extension to its insurance policy which covered public liability of those using the premises; however this is no longer available, and it is for groups to arrange insurance covering the risks of their own activities. We do not accept claims in respect of hirers' property kept or left on the premises.

Equal Opportunities Policy Cumberland Area Quaker Meeting (CAQM) is firmly committed to the principle of equality. It strives to create an environment in which all Friends, attenders and other users of our buildings and services are treated with dignity without discrimination, victimisation or harassment on the grounds of gender, marital status, race, ethnic origin, nationality, national origin, class, language, disability, sexual orientation, beliefs, appearance or age, or economic circumstances. CAQM opposes all forms of discrimination and prejudice that fail to respect the individual.

Version 6 – May 2023

AGREEMENT

Between Carlisle Quaker Meeting
(part of Cumberland Area Quaker Meeting, Charity No. 1161207)

And

Name _____ **of Group** _____

1. Policy re. Safeguarding of Children and Vulnerable Adults

I confirm that (please tick the option chosen)

a. we have our own policy

OR

b we will use the policy adopted by Cumberland Area Quaker Meeting

2. Equal Opportunities Policy

I confirm that the Equal Opportunities Policy as given in section 4 will also apply to the activities of my group.

3. Entry Code

I agree that as group leader, I will not share the code with other people (besides my deputy) both within the group or with the other people.

4. Payment

I will pay within 21 days of receiving an invoice.

I understand that if I cancel a booking without reasonable notice that I shall still be liable to pay.

5. Other conditions

I have read this agreement understand the conditions regarding the use of Carlisle Quaker Meeting House. I understand that if the conditions are not met, then this agreement may be terminated.

Signed _____

Date _____