

Penrith Quaker Meeting House

While Penrith Quakers are happy to share their Meeting House with other groups and organisations, hirers should be aware that the Meeting House is not available to groups and organisations which appear to be or are in conflict with the basic Testimonies of the Society of Friends (Quakers).

These Testimonies are Truth, Equality, Simplicity and Peace.

Therefore we would expect hirers:

- to maintain a high standard of integrity in their behaviour
- recognise that all people are of equal worth irrespective of ethnicity, gender or other superficial difference
- accept that the Meeting House is a simple venue and not engage in activities which promote unnecessary consumption
- not engage in activities related in any way to supporting war or violence

Booking Conditions

- **Unconfirmed bookings** will remain in the diary for a maximum of one month, after which the Quaker Meeting reserves the right to delete them without notice.
- **Cancellations** should be made as soon as possible before the booking; the hirer may be required to pay the full charge if not cancelled in advance.
- Please ensure that any **event publicity** states hirer's contact details.
- **The Quaker Meeting reserves the right to refuse any booking** not in accord with our Quaker principles and to cancel any booking without notice if necessary for causes outside our control.
- **Change of Use** Bookings are made on the understanding that the hirer will not use the Meeting House in any way other than that for which the booking was made. Should the hirer wish to vary the use, the Bookings Clerk must be informed and authority obtained. Failure to do this may result in the cancellation of future bookings.
- **Payment** of Booking Fees is to be made by one month after the date for which the booking has been made (or the first date when several dates have been booked together)
- The hirer must appoint a named "**Responsible Person**" whose role is to ensure compliance with its responsibilities during its use of the premises (as set out below). The hirer must provide the Bookings Clerk with the name and contact details of that person. The Responsible Person should be familiar with the hirer responsibilities whilst on the premises, and also with the Guidelines of Users. If the Responsible Person cannot be present on the premises for a particular booking, the hirer must appoint another person to ensure compliance on that occasion.

Hirer Responsibilities whilst on the Premises

- Maximum room occupancy of 15 (small room), 70 (main room) or 85 (entire building) should not be exceeded.
- The hirer is expected to treat the premises with respect and leave the building as they found it. When the hirer leaves, the building should be locked.
- Smoking, naked flames, alcohol, gambling or lotteries are not allowed on the premises.
- The hirer must take all relevant fire precautions. These are detailed in the Guidelines for Users
- Guide dogs are the only animals allowed in the building.
- The hirer must take full responsibility for the behaviour of all their participants and for compliance with statutory legislation, in particular regarding health and safety, and safeguarding of children and vulnerable adults and should have their own safeguarding policy.
- If asked to leave, the hirer will remain liable for full room charges.

Charges for Damage

- Any damage caused by the room user to the fabric or furniture of the building and any breakages must be paid for in full by the hirer.
- The Quaker Meeting reserves the right to charge at commercial cleaning rates if the rooms require extra cleaning after use by a hirer.

Disclaimers

- The Quaker Meeting carries insurance to cover its legal obligations to the hirer (e.g. to make the premises safe for general use) but this insurance does not extend to public liability cover for most hirers. Hirers requiring public liability cover for their bookings should make their own provision. Occasional hirers MAY be able to take advantage of the Quaker Meeting's public liability cover – check with the Bookings Clerk for details.
- The Quaker Meeting accept no responsibility for accidents to room users caused by failure to use equipment properly or arising from use of equipment, utensils etc by inappropriate people (e.g. unsupervised children). Please note there is latched gate to prevent children entering the kitchen area.
- The Quaker Meeting accepts no responsibility for any loss of, or damage to, the hirer's personal possessions in the building.