

## TERMS AND CONDITIONS FOR HIRERS OF KESWICK QUAKER MEETING HOUSE

### ACCEPTING A BOOKING

Keswick Quakers welcome enquiries and requests for the use of the Meeting House from individuals, groups and organisations.

Keswick Quaker Meeting reserves the right to conduct background checks on any potential hirer prior to confirmation of booking if necessary.

Keswick Quaker Meeting is part of the registered charity Cumberland Area Quaker Meeting.

A proposed booking may be refused if:

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

### BOOKING PROCEDURE

**The Charges** are for 3 possible sessions in the day: from 8am to 1pm; from 1pm to 6pm; and from 6pm to 10pm. Please ensure that you allow for presentation and clearing up time when booking.

**Meeting Room** seating up to 50 people                      £50 per session

**Common Room** seating up to 30 people                      £35 per session

**Upstairs** seating up to 20 people                              £25 per session

**Young Friends Room** seating up to 10 people              £20 per session

**Library** seating up to 8 people                                £18 per session

When requesting a room booking please use our online booking form via <https://www.cumberlandquakers.org.uk/local-meetings/keswick/room-hire/>

Or alternatively you can email the Booking Clerk:

keswick.quakers@btconnect.com

Tel: 017687 74433 (answerphone only)

**PAYMENT** You will receive an invoice at the beginning of the month following your booking. Payment is requested within 21 days of the invoice date.

You can pay by BACS to Keswick Quaker Meeting:

Sort code 08 92 99

Account no. 67242539

Please use your invoice number as the reference

or by cheque payable to Keswick Quaker Meeting. Cheques should be left at the Meeting House for the attention of the Treasurer. The address is: Elliott Park, Keswick, CA12 5NZ.

**Cancellations** If you find it necessary to cancel a booking, please let the bookings clerk know as soon as possible in order for it to be possible to offer it again. Please advise us of the cancellation within 5 days of the hire date; beyond this we will charge for the booking.

### **THE USE OF THE BUILDING**

**Entry** to the building is via the side door near the car park. You will be given the code for this door. If Hirers wish to unlock the front door to allow their guests access to the building from this entrance they must make sure this door is locked at the end of their session.

**Before leaving** Please ensure all doors and windows are closed and locked before you leave. Hirers must also ensure the room is tidy and the kitchen left clean. All room hires include the use of the kitchen, although you may need to share it with another group. You will need to provide your own tea, coffee, milk etc. Please honour the fact that we are a Fairtrade Community and buy Fairtrade products.

**The Heating** is set for a week in advance and hirers should not change the temperature of the radiators.

**Safety:** hirers are responsible for the safety of their group while in the building, and should pay attention to the condition of any electrical equipment brought into the building.

**Access:** our premises are fully accessible.

We have an on-site car park.

**Audio- visual WiFi** is available in the building. The password for the wifi is Georgefox1. We have screens in the Meeting Room and the Common Room connected to an HDMI cable.

The Meeting Room has a **hearing loop:** the switch for it is just to the left of the main entry door.

**Safeguarding Vulnerable Adults and Children:** we have our own policy. Hirers must have their own arrangements in place.

**Accidents and damage** Hirers must inform us of any accident, breakage, shortage or damage as soon as possible.

**Insurance** The Meeting House has comprehensive insurance against any claim attributed to Quakers' responsibility. All hirers should consider whether their activities may give rise to injury, loss or damage and arrange insurance accordingly.

