

CONDITIONS OF USE FOR BILLERICAY QUAKER MEETING HOUSE (revised 9.7.17)

**School Road
Billericay CM12 9LH**

The Meeting House premises are available for hire subject to the following conditions:

1. Hirers must complete the booking form and provide the information requested which is to be considered for acceptance by Members of Billericay Quaker Meeting.
2. Hirers must have in attendance a person who has familiarised themselves with the fire procedures for the meeting house and is responsible for ensuring that in the event of a fire or other emergency all members of their group are safely evacuated and that emergency services are called.
3. Billericay Quaker Meeting reserves to itself, and to those authorised for the purpose by it, the right of entry and to refuse admission and to cancel at any time, without stating the reason and without incurring any liability for such refusal or cancellation.
4. Hirers are responsible for, and must indemnify Billericay Quaker Meeting against, any damage to the premises or contents during their use (including that caused by use of electrical or other equipment belonging to the hirers), and against all claims in respect of any accident or damage or personal injury arising from such damage. Details of any accidents on the premises are to be recorded on the accident form provided for the purpose.
5. Hirers are responsible for their property at the meeting house and should also hold their own Public Liability Insurance against any claims arising from their activities. Hirers must show the current valid insurance certificate of cover to the Bookings Officer when making the booking and on an annual basis thereafter, except for occasional use.
6. No banners, bills or posters may be affixed to the meeting house or in the grounds without prior agreement.
7. Hirers must maintain good order while using the meeting house and appoint stewards if necessary to ensure this. The meeting house is in a residential area and the first floor flat is separately let. Disturbance to the first floor tenants or other neighbours must be kept to a minimum.
8. No animal (except an assistance dog), alcohol, illicit drugs or gambling is permitted on the premises or in the grounds. By law, no smoking is permitted on the ground floor of the meeting house and all cigarette butts must be placed in the receptacle provided at the entrance.

9. Hirers are responsible for the safety of any electrical equipment brought into the premises. We recommend all such equipment is PAT tested. The Meeting House is not licensed for access to TV channels.

10. Hirers wishing to cancel a booking must give at least 48 hours notice to the Bookings Officer who confirmed the booking. Otherwise the full hire fee may be charged.

11. Hirers are responsible for ensuring that tables and chairs are returned to their normal positions at the end of a session.

12. The kitchen is for the preparation of drinks and the unwrapping of pre-prepared food brought by the user. The microwave oven is to be used only for reheating food. The kitchen is not licensed for more extensive food preparation.

13. The rubbish bin in the kitchen is to be used only for small items. Any waste food is to be placed in the small grey composting bin by the kitchen sink. Items which can be recycled (eg plastic bottles, plastic bags, paper and cardboard – but not glass) are to be placed in the pink sack available for this purpose. Bulky items, glass jars or broken glass are to be taken away by the user for disposal away from the meeting house.

14. Hazards, problems or breakages identified by hirers, should be reported to the Bookings Officer.

15. Hirers are responsible for ensuring that the premises are left clean and tidy for the next user, that all lights are switched off, windows closed and the doors locked.

16. Hirers who park in the meeting house car park should do so carefully and considerately. Do not park in or block access to the spaces reserved for the tenants of the first floor flat. No vehicle may be left parked in the main drive off School Road: access must be available at all times to Elder House, which shares use of the drive. Do not park in School Road in a way that inconveniences local residents or blocks the road to emergency vehicles.

17. A copy of this Conditions of Use Form is to be signed annually and returned to the Bookings Officer at the meeting house address and a second copy to be retained by the hirer.

Bookings Officer
Tel. [01277 632390]
billericayquakers@gmail.com

I agree to the above conditions, signed _____

date _____