

CHELMSFORD QUAKER MEETING

ROOM BOOKING PACK 2018



Chelmsford Meeting

This pack contains the following documents relevant for groups and individuals wishing to book rooms in Chelmsford Quaker Meeting House. These have been updated for 2018:

- a) Our Conditions of Use
- b) Our Fire Procedures
- c) Our Health & Safety Policy
- d) Our Room charges

A handwritten signature in blue ink that reads "Brian Wardrop".

Brian Wardrop
Treasurer
Chelmsford Quaker Meeting
14 November 2017

CHELMSFORD QUAKER MEETING HOUSE

CONDITIONS OF USE 2018



The Meeting House premises, except for the Library, are available for hire under the following conditions:

1. Users must have provided the Bookings Officer with a clear statement of the aims and principles of their organisation and of their intended use of the premises, which has been considered and accepted by the members of Chelmsford Quaker Meeting.
2. Users must have in attendance a person who has familiarised themselves with the written fire procedures for the Meeting House, and is responsible for ensuring that in the event of a fire all members of the Group are evacuated.
3. Chelmsford 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 in respect of such refusal or cancellation.
4. Users must note that they are responsible for, and must indemnify Chelmsford Quaker Meeting against, any damage to the premises or contents during their use, and against all claims in respect of any accident, damage, or personal injuries arising from their use. Users must accept responsibility for any of their property at the Meeting House. Where the premises are expected to be hired by a user for more than three times in any twelve months, then the user must arrange their own public liability insurance, and provide evidence of this to Chelmsford Quaker Meeting when requested.
5. Hazards identified by users should be drawn to the attention of the Caretaker and Bookings Officer by noting the problem in the Caretaker Book by the Community Board in the Foyer.
6. In the event of an Accident or Significant Incident, a reporting form should be completed at the time, and a copy left in an envelope provided for the Meeting Clerk. A notice to this effect can be found on the wall by the first aid box. The forms and envelopes can be found in the marked drawer in the Kitchen.
7. Food safety is the responsibility of the user. The kitchen is provided for the preparation of drinks and unwrapping of pre-prepared food brought by users, but not for food preparation. If professional or outside caterers are used, they are required by law to have food hygiene training and to have adequate safety controls.
8. No banners, bill or posters may be affixed to the buildings without prior agreement. There is a Community Notice Board and magazine rack provided for users within the Meeting House.
9. Electrical Equipment. Users are responsible for the safety of any electrical equipment brought to the meeting House. Since the Meeting House does not have a TV licence, no equipment capable of receiving live broadcast TV should be used.
10. Users must maintain good order and appoint stewards if necessary. The Meeting House is in a quiet residential area, and disturbance to neighbours must be kept to a minimum.

Chelmsford Quaker Meeting
Quaker Meeting House
Rainsford Road
Chelmsford, Essex CM1 2QL

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11. No animals (except assistance dogs), drugs, smoking or gambling to be allowed on the premises. No alcoholic drinks except for ceremonial use.
12. No shoes with small area heels (stiletto or kitten heels) are to be worn in the Hall or Anne Knight Room, since they seriously damage the wooden floors.
13. Users wishing to cancel a booking must give at least 48 hours notice to the Bookings Officer who has confirmed the booking. Otherwise the full hire fee may be charged.
14. The Caretaker, or a nominee, will open the Meeting House for users, and instruct users how to lock the premises if required. It is the responsibility of users to ensure that these instructions are followed. If users are unavoidably delayed, they should contact the Caretaker by mobile phone to advise of the delay (Sharon on mob 07775 573 698).
15. Users are responsible for ensuring that tables, chairs and benches are in their normal storage positions at the end of a session unless special arrangements have been made with the Caretaker.
16. Car parking is restricted at the discretion of Chelmsford Quaker Meeting and is limited to 11 places covering the time of use of the building only. Any other parking arrangements must be agreed with the Caretaker at the time of opening up. Users are especially asked not to permit double parking or any obstruction of the throughway to emergency vehicles. Detailed information on location of the Meeting House and local car parks can be found on the Mid-Essex Quakers web site at <http://www.midessexquakers.org.uk/chelmsford-meeting.php>

Brian Wardrop

Brian Wardrop, Finance & property Committee 14 November 2017



Please confirm that your group has accepted the above Conditions of Use 2018 by completing the declaration below, and returning this slip to:

Finance & Property Committee
Chelmsford Quaker Meeting
Rainsford Road
CHELMSFORD
Essex CM1 2QL

I have read and accepted the Conditions of Use 2018 for the Chelmsford Quaker Meeting

House on behalf of _____ (name of group or user)

Name: _____ (block capitals)

Signature: _____ Date: _____

CHELMSFORD QUAKER MEETING HOUSE

FIRE PROCEDURES 2018



Chelmsford Meeting

In the event of a fire being discovered, the following procedures should be followed:

1. Raise the alarm

The Meeting House is not fitted with a fire alarm system, but has a smoke alarm in the kitchen and in the switchboard cupboard by the kitchen. If a fire is discovered then the alarm should be raised verbally to ensure that all Groups on the premises are alerted.

If possible, **but not at personal risk**, the fire extinguishers should be used, and all doors and windows closed to contain the fire.

2. Evacuate the building:

The conditions of use of the Meeting House require that each Group using the premises includes a person who is familiar with the fire procedures and who is responsible for evacuation of all members of the Group. There is a separate evacuation route for each part of the building as follows:

- a. **Foyer** through end door as indicated by green Fire Exit sign into car park. The door is opened by rotating the butterfly lock clockwise.
- b. **Main Hall** through glazed double doors with Fire Exit signs, into garden. The doors are equipped with push-bars. Wheelchairs should be taken through the Annex via the sliding doors, through the disabled entrance into the garden. **Keys for the door and garden gate hang by the disabled entrance in the Annex porch.**
- c. **Library** through glazed double door with Fire Exit sign into garden. The door is equipped with push-bars. **Watch the step down into the garden**
- d. **Anne Knight Room** through door indicated by green Fire Exit sign into Library and then through glazed double door into garden. The glazed double door is equipped with a push-bar.
- e. **Kitchen** through Foyer or Annex to Main Hall
- f. **Annex to Main Hall** through the disabled entrance into the garden. **Keys for the door and garden gate hang by the disabled entrance in the Annex porch.**

3. Contact Emergency Services.

The Meeting House has no telephone, and so the emergency services should be contacted by mobile phone and advised that there is a fire at:

**The Quaker Meeting House
Rainsford Road
CHELMSFORD
CM1 2QL**

4. Contact Meeting House Responsible Persons

Carlos Huggins (Treasurer) tel 07724 429 303
Marie Mackie (Finance & Property Committee) tel 01245 441782
Sharon Haldane (Meeting House Caretaker) 07775 573 698

Fire Extinguishers for discretionary use on minor fires are located adjacent to the exit to the Kitchen (CO₂ extinguisher for liquid and electrical fires); in the Foyer (water extinguisher for wood, paper, textile and solid material fires); and in the disabled entrance to the Hall Annex (water extinguisher).



Brian Wardrop, Finance & Property Committee, 14 Nov 2017

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CHELMSFORD QUAKER MEETING



HEALTH & SAFETY POLICY 2018

Chelmsford Meeting

In concern for the well-being of everyone, Chelmsford Quaker Meeting will take all steps in its power to:

- ensure internally and externally the buildings, plant and equipment are in a safe condition.
- keep all equipment stored safely
- provide opportunities for training as appropriate in avoiding hazards.
- act responsibly towards all employees and ensure their safety and that of users, contractors and members of the general public.

We will comply with current Health and Safety legislation by:

- Conducting an annual Health and Safety risk assessment of our grounds and buildings to ensure that all and any defects or shortcomings are properly considered and repairs or improvements implemented.
- Ensuring that we devise, maintain and promulgate to users of our premises our emergency evacuation procedures.
- Ensuring that all electrical installations and appliances are examined and maintained on an annual basis or other such period that is considered desirable or required by law.
- Complying with food hygiene regulations.
- Ensuring that all cleaning liquids, aerosols, polishes and pesticides are securely locked away when not in use.
- Complying fully with our written Safeguarding Policy.
- Maintaining a suitable first aid kit and a formal Accident & Incident reporting folder, and displaying prominent notices indicating where these may be found.

The Committee responsible for overseeing these matters in the Finance & Property Committee of Chelmsford Quaker Meeting.

The nearest Enforcing Authority is Chelmsford City Council.

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Quaker Meeting House
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Reviewed by Chelmsford Quaker Meeting Finance & Property Committee 14 November 2017

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CHELMSFORD QUAKER MEETING HOUSE

HIRE CHARGES 2018



Chelmsford Meeting

The Chelmsford Quaker Meeting House premises, except for the Library, are available for hire. The hire charges for 2018 are set out below.

The day is split into three sessions, and charging is normally by session and accommodation used.

| | | |
|-----------------|-----------|-------------------|
| SESSIONS | Morning | 9:00am to 12:30pm |
| | Afternoon | 1:30pm to 5:00 pm |
| | Evening | 6:30pm to 10:00pm |

When booked times are contiguous through 2 or 3 adjacent sessions the times between are included in the charges, but not otherwise.

| | | |
|----------------------------------|--------------------------------------|--------|
| ROOM CHARGING per session | Hall | £34.50 |
| | Anne Knight Room | £18.40 |
| | Use of Kitchen with Hall | £6.00 |
| | Use of Kitchen with Anne Knight Room | £3.40 |

Charges for the whole premises can be agreed, but with a minimum of £52.50 a session and of £103.00 for a full day of three sessions.

Use of the Foyer and Hall extension will incur no additional charge if used in conjunction with a Hall booking.

Brian Wardrop
Finance & Property
14 November 2017

Religious Society of Friends (Quakers)
Quaker Meeting House
Rainsford Road
Chelmsford, Essex CM1 2QL

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