

CHELMSFORD QUAKER MEETING HOUSE

CONDITIONS OF USE 2017



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. 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.
11. No animals (except assistance dogs), drugs, smoking or gambling to be allowed on the premises. No alcoholic drinks except for ceremonial use.

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

A religious charity excepted from registration under SI 1996 No 180 and SI 2002 No 1598

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.
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, Finance & property Committee 07 Nov 2016



Please confirm that your group has accepted the above Conditions of Use 2017 by completing the declaration below, and returning this slip to:

Finance & Property Committee
Chelmsford Quaker Meeting
c/o 105 Humber Road
CHELMSFORD
Essex CM1 7PG

I have read and accepted the Conditions of Use 2017 for the Chelmsford Quaker Meeting

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

Name: _____ (block capitals)

Signature: _____ Date: _____