

TERMS & CONDITIONS

The Hirer means the person signing the application form and, in addition, any organisation for whom s/he is stated on such a form to be acting for. The liability under the hiring agreement of such person and such organisation shall be joint and several.

If the Hirer is **not** present, s/he must nominate a responsible person who must be thoroughly familiar with these conditions and with the procedures to be followed in case of emergency. No meeting can take place on the premises unless the Hirer or Nominated Person is present. The Hirer or Nominated Person shall ensure that these conditions are observed.

Use of the premises or the relevant part thereof and entry thereto is limited to the purposes and times stated on the application and booking forms and no sub-letting is permitted.

Organisations who wish to hire rooms must be approved by the Warden or Premises Committee of the Quaker Meeting. Certain categories, including some religious groups and political parties would not be considered appropriate hirers. Acceptance of a room booking does not imply that the Quaker Meeting endorses or supports the aims or activities of the hirer - no such inference may be given in publicity.

Insurance

We cannot accept responsibility for any loss or damage to the property of those using the premises. We would advise any hirer to ensure that they have their own public liability cover to safeguard themselves against any claims resulting from the hirer's negligence that could be brought by a participant. The Hirer is responsible for obtaining Public Liability Insurance and any other relevant insurance.

The Hirer agrees to accept full responsibility for and to indemnify SEACM against all claims in respect of any accident, loss or damage (including personal injuries) either to property, or to the building, or to any person approaching, leaving or in the building (with or without the consent or knowledge of the Hirer) in connection with the hire

Cancellations Any confirmed booking which needs to be cancelled should be notified to the warden as soon as possible. Cancellations made within a week of the intended hiring will still be invoiced.

While every effort will be made to honour accepted bookings, we reserve the right to cancel any booking at any time. The building could be needed for a Quaker funeral for instance. Advance notice would be given and full reimbursement of any sum paid would be made. If payment in advance has been agreed but has not occurred, then the booking will be cancelled.

Please also note the following

PUBLICITY for events at the Meeting House should bear a contact address or number for the organisers and should direct visitors to public car parks, of which the nearest is the [Saint Mary's multi-storey](#). Charging for admission to the building is not allowed. Our address must not be used as a business address for hirers. Images of our building, inside or out, must not be used in hirers' publicity material.

PARKING SPACE is generally not available to hirers - please brief visiting speakers. The difficulties over blocking users in, including those acting as wardens, has made us limit parking solely to those assisting in the running of the building. There is ample space at [Saint Mary's car park](#). Equipment can be dropped off or picked up.

People's attention should be drawn to the fire exit instructions displayed in meeting rooms. **Do not put furniture in front of the fire exits or fire extinguishers at any time.**

ROOMS should be left clean after use and furniture replaced where found. Cleaning materials may be obtained from the kitchens in the event of spillages. A dustpan & brush and cleaning products are provided in the sink cupboard to assist you with this. Should any damage occur then the warden should be notified. Any extra cleaning or repairs made necessary by misuse of the facilities will be charged to the hirer, and may jeopardise your ability to book that space in future. Any rubbish produced during the session must be removed by the hirer and taken home.

SMOKING AND ALCOHOL are not permitted in the Meeting House under any circumstances, this includes the use of electronic vapour cigarettes. We do not permit gambling, lotteries or raffles on the premises.

USE OF THE KITCHENS is included in the hiring fees quoted above. There is a kitchen on each floor, containing kettles, teapots, crockery and washing up materials. The downstairs kitchen also contains a cooker,

fridge and microwave. Hirers are required to provide their own consumables. Please bear in mind that the kitchens will often be shared. Hirers are required to wash up, dry and put away all equipment used before leaving. Please take home all unused food and milk from the fridge. We suggest hirers bring their own tea towels. If items are taken from one kitchen to the other, please return them to their origin.

We care about the environment. We ask hirers to be mindful of waste in usage of water and power. Please use the appropriate recycle bins in the kitchen if necessary but our rubbish collections are very limited.

STORAGE space is also extremely limited. Therefore, except where special arrangements have been made, hirers may not leave their property on the premises between meetings. Under no circumstances will Colchester Quaker Meeting accept liability for loss of or damage to any property left or stored in the Meeting House. We will dispose of lost property after one month if it is not collected in that time, to charity shops if possible.

VISUAL DISPLAYS The walls of the Meeting House are not suitable for fixing up notices. Please do not use white/blue-tac, drawing pins, Sellotape or masking tape of any kind on any walls. However, hirers may use any moveable display boards that are clear of leaflets. A notice could be put up outside the building while an event is taking place by negotiation with the warden.

HEATING controls are complicated and we ask hirers not to touch any settings. The visible thermostat in the Meeting Room is inoperative, the heating is controlled digitally. Radiator valves in individual rooms can be changed but please return the setting to where it was when you found it. Small fan heaters are available if a Member is around to help. For safety reasons they may only be used on the floor.

HEALTH AND SAFETY

A first aid box is available in the main lobby over the pigeon holes. We ask you to ensure that someone in your group carries a mobile phone and can call the emergency services should they be needed. Any accident or incident should be reported to the warden to ensure it is recorded in the accident book. Any hazards, defects in the building or similar problem should be reported to the warden.

We ask you not to use candles or any other inflammable substance or matches in the Meeting House.

Personal electronic equipment must be safe and PAT tested.

If you are serving food in the Meeting House, we ask you to pay proper attention to food hygiene.

The SEAQM holds safeguarding policies but we ask all hirers to have their own safeguarding policies in place if they have vulnerable adults or children among their number.

In the event of fire or smoke GET PEOPLE out of the building. The assembly place is across the road by the bicycle stands. Use a 'break glass' device to activate the alarm.

The person you have nominated as the **responsible person** for the hiring should be familiar with all the fire extinguisher points, the 'break glass' position and the fire exits. Never put furniture in front of the fire exits or fire extinguishers. Call the fire service on 999 and notify the warden or clerk as soon as possible.

PRIVACY POLICY

We will not abuse any data that we need to hold in order to organise the use of our premises for hirers.

We hold the following information:

Contact details – to communicate with you in order to organise the use of the premises by hirers.

Patterns of hiring – to compile our hiring database

Basic accounts data for invoices and payments.

The data is held by officers of the Meeting and are not displayed anywhere. You are entitled to see what data we keep, seek for it to be amended or deleted.

We will never pass on or sell any information about you, or send you junk mail.

CLOSURE. *We appreciate you clearing-up early enough so that you can leave the premises promptly at the end of your hired time.* This is especially important at changeover times in the middle of the day. Hirers should ensure that they vacate the premises quietly with due consideration to our neighbours.

The office is not staffed. There is an answerphone or the phone may be diverted to the non-resident warden. We accept compliments as well as complaints!