



TERMS AND CONDITIONS FOR HIRING CENTRAL ENGLAND QUAKERS' MEETING HOUSES

- 1 General:** Central England Quakers expect that users of the Meeting House will be in sympathy with Quaker ethos and practice, and we reserve the right to refuse bookings from groups or individuals whose activities are considered by us to be inappropriate or might cause disturbance to neighbours.
- 2 Payment:** Hirers must pay the full cost of their hiring in advance or as otherwise arranged. Regular Hirers will be invoiced at the end of each month for the coming month or as otherwise arranged.
- 3 Cancellations:** Central England Quakers have the right to cancel bookings if a user does not abide by these Terms and Conditions or for other reasons under exceptional circumstances. Fees already paid by the Hirer will be refunded.
Where the Hirer cancels a booking Central England Quakers may impose cancellation charges.
Although it is rarely necessary, Central England Quakers reserve the right to cancel bookings and use the building for their own purposes or for essential maintenance. Adequate notice will be given where possible. Occasionally it may be necessary for Central England Quaker members, staff or their contractors to enter the premises during hirings. Any disruption to the Hirers' activities will be minimized.
- 4 Accessibility and Inclusion:** Hirers should ensure that the building is suitable for the needs of their users or groups.
- 5 Access to building:** Times for access and departure will be arranged at the time of booking which must include time for setting up before the event and tidying up after, the whole period is chargeable.
- 6 Responsibility:** Hirers are responsible for all aspects of their activities, including risk assessments, health & safety and appropriate safeguarding procedures when children and adults at risk are involved.
- 7 Insurance:** Hirers are responsible for arranging their own insurance. Central England Quakers cannot accept responsibility for activities organised by Hirers, or for equipment or personal possessions brought into (or stored at) the premises. The premises are fully covered by CEQ building insurance.
- 8 Injury/loss:** Visitors use the premises at their own risk; Central England Quakers do not accept responsibility for injury or loss of possessions.

- 9 Damage:** Any damage to windows, fabric of the building, furniture, curtains, carpets or equipment will need to be paid for by the Hirer at the actual cost of repairs.
In particular:
 No notices shall be fastened to the walls
 Footwear and equipment must not cause damage to floors
 Bouncy castles shall not be used
- 10 Security:** The Hirer shall be responsible for the security of the building and its contents during the Hiring.
After the Hiring the premises must be left secure with all lights, cookers and taps off, windows closed and locked where applicable, heating turned off where so instructed, and outside doors locked.
- 11 Access Keys:** Keys for access may be issued to Hirers to be returned after the Hiring(s). To ensure keys are returned, a refundable deposit may be taken. If a key is lost or not returned the deposit will be retained or Central England Quakers reserve the right to charge the Hirer for the cost of changing the locks and issuing new keys.
- 12 Public Entertainment and Licensing:** It is the Hirer's responsibility to ensure that there is no infringement of copyright or performance rights during periods of Hire. The Hirer shall ensure that they hold relevant licenses under the Performing Rights Society and the Phonographic Performance License.
The Hirer is not granted broadcasting or film rights over the venue.
For public performances, the Hirer must have permission from Central England Quakers to invite members of the public to their events at the Meeting House, and must include on their notices "Held at the Quaker Meeting House by permission of Central England Quakers".
- 13 TV & Wi-Fi:** The Meeting House does not have a TV licence, and any equipment brought into the building cannot be used for broadcast transmissions. If the Meeting House offers Wifi, Hirers must comply with any instructions provided.
- 14 Car parking:** The Hirer shall comply with instructions on the use of parking facilities on the premises or nearby.
- 15 Storage:** Storage space is limited, and items should only be left in the Meeting House by arrangement, in a designated place, and at the Hirer's risk.
- 16 Heating:** The Hirer shall be aware of the heating arrangements which may be pre-set for the Hire period or be operated by the Hirer as instructed.
- 17 Procedures in the Event of Fire:** The Hirer shall be aware of procedures in the event of fire on the Meeting House Notice Board.

- 18 Injuries:** The Hirer shall be aware of the location of the First Aid Box and Accident Record Book.
- 19 Service Connections:** The Hirer shall be aware of means to disconnect water, gas and electricity supplies from the building, for use in an emergency.
- 20 Electrical Appliances:** All portable electrical appliances provided in the Meeting House have been PAT tested. Portable electrical appliances brought by the Hirer shall have a current PAT certificate label attached.
- 21 Use of Tobacco or Other Smoking Materials:** Smoking is not permitted inside the Meeting House. If smokers smoke outside the building they must dispose of smoking materials in a fireproof container.
- 22 Alcohol:** No alcohol is allowed on the premises.
- 23 Gambling:** Gambling is not permitted on the premises or grounds. This includes Raffles and Lottery promotions, unless specifically agreed by Central England Quakers in advance.
- 24 Candles:** Candles may only be used where permission has been given. They must not be left unattended, have a holder to catch any dripping wax and must not be placed near flammable items.
- 25 Rubbish:** All rubbish should be placed in the appropriate waste or recycling bins provided or removed from the premises. Failure to comply may incur a charge.
- 26 Use of Kitchen:** The kitchen must be left in a clean and tidy condition with all washing up completed and put away. Items placed in the fridge must be removed on departure. Failure to comply may incur a charge.
- 27 Use of Rooms and Facilities:** The Hirer shall not use rooms and facilities other than those booked and listed in paragraph 30 (hire details) or on Hallmaster booking form equivalent.
- 28 Confirmation of Booking:** The booking shall be considered confirmed on the signing of this document by both parties. For long term or regular hirers, this agreement will be reviewed every 12 months.
- 29 Complaints and Disputes**
Any concerns or complaints should be submitted in writing to the relevant Local Meeting or to the CEQ Trustees via Sarah Barker, Principal Officer sarah.barker@CEQ.org.uk.
Decisions of the Trustees or their delegated representatives are final.
The full procedure can be found here:
<https://centralenglandquakers.org.uk/contact/>

30 Hire Details:

Premises: _____ Quaker Meeting House

Date/s of Hire: _____

Start / Finish times: _____

Name of Hirer or Representative: _____

Organisation: _____

Purpose of Hire: _____

Number of participants expected: _____

Room/s and facilities required in addition to Meeting Room, Lobby/ies and

Toilets:

Kitchen and kitchen equipment: _____

Library / children's room / other _____

Garden: _____

Wi-Fi: _____

Other (please specify): _____

Access Key(s) Issued and numbers where applicable: _____

Special permissions:

Public entertainment: _____

Use of Candles: _____

Storage of equipment or materials (what and where)

31 Signatories:

Signature of Hirer: _____ Date: _____

(Signature confirms agreement to comply with these Terms and Conditions)

Signature of Central England Quaker representative: _____

32 Contact Information

	Hirer or representative	Central England Quaker representative
Name		
Address		
Land Line Telephone		
Mobile Telephone		
Email		

Issued August 2025