



Cotteridge Quakers

## **AGREEMENT FOR THE HIRE OF COTTERIDGE QUAKER MEETING HOUSE**

**INTRODUCTION** As an external hirer of facilities within the Cotteridge Quaker Meeting House, it is important that you read and agree to the terms and conditions as set out below.

We 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 any groups or individuals whose activities are considered by us to be inappropriate. Please speak to the Quaker representative if you are considering an activity or event which might be controversial. Information about Quakers is displayed in the Meeting House, and you are welcome to take any (free) leaflets.

**One member of your group must be nominated as the responsible person:** this will be designated the Organiser. This person will provide us with a signed copy of this hire agreement confirming that the conditions of use (and any instructions for the use of the Meeting House) have been read, and are accepted. The Organiser must ensure that members of their group are aware of the conditions of use, including anyone deputising for the regular organiser. Anyone booking as an individual will automatically become the responsible person / Organiser.

We have the right to cancel bookings if a user does not abide by these conditions of use. Fees already paid by the hirer will be refunded. If there is a limit on the number of people allowed in particular parts of the building, this information will be provided at the time of booking. If you are expecting a large gathering, please let us know.

There is a fire policy to observe, and a First Aid box and Accident Book located in the kitchen.

If you wish to invite members of the public to your meeting or event, then you need to seek permission for this through the Quaker representative, well in advance of such an event, and you should put on your advertising "Held at the Meeting House by permission of Cotteridge Quaker Meeting".

### **CONDITIONS OF USE**

- 1 **Use of tobacco or other smoking materials** : Smoking is not permitted inside the Meeting House.
- 2 **Alcohol** : No alcohol is allowed on the premises or grounds
- 3 **Gambling** : Gambling is not permitted on the premises or grounds. This includes Raffles and Lottery promotions.
- 4 **Damage** : Any damage to windows, fabric of the building, furniture, curtains, carpets or equipment will need to be paid for at actual cost of repairs.
- 6 **Fire risks** : Candles may only be used where permission has been given by the Quaker Meeting. They must not be placed near curtains, must not be left unattended and they should have a holder that catches any dripping wax.

Cotteridge Quakers, Friends Meeting House, 23a Watford Road, Cotteridge, Birmingham B30 1JB

Cotteridge Quakers is a constituent part of The Central England Area Quaker Meeting Charities, registered charity number 224571.

- 7 **Use of kitchen** : You can use the kitchen facilities for tea, coffee, *etc.* Bring your own tea *etc.*, use the kettle and mugs in the cupboards. Wash and dry up, and leave the Kitchen in the same state as you hope to find it !
- 8 **Electrical Appliances** : All portable electrical appliances provided in the Meeting House have been PAT tested, and this includes equipment used by the Early Learners playgroup. If you wish to bring your own mains operated electrical equipment to use, please ensure that it has a current PAT certificate label attached.
- 9 **Rubbish** : All rubbish should be placed in the appropriate waste or recycling bins provided.
- 10 **Storage** : Storage space is limited, and items should only be left in the Meeting House by arrangement, in a designated place, and at your own risk.
- 11 **Injury/loss** : Visitors use the building (and the car park, if applicable) at their own risk; Cotteridge Quaker Meeting does not accept responsibility for injury or loss of possessions.
- 12 **Cancellations** : We do realise that changes happen and do not wish to penalise anyone for cancelling. However, **we sincerely hope cancellations can be kept to the absolute minimum.**
- Although it is rarely necessary, we reserve the right to cancel bookings and use the building for our own purposes or for essential maintenance. Adequate notice will be given where possible.
- 13 **Car parking** : does exist for approximately 15 cars.
- 14 **Payment** : We will invoice in arrears in four quarters. Q1 covers January 1 – March 31 (invoices end March), Q2 April 1 – June 30 (invoices end June), Q3 July 1 – September 30 (invoices end September), and Q4 October 1 – December 31. As our Financial Year runs January 1 to December 31, the Q4 invoice will come out a month earlier at the end of November.
- 15 **Security** : The premises must be left secure with all lights, cookers and taps off, and the outside doors locked. Please be aware that (undesirable) people may enter the building if the door is left open. Also, there may be other groups in the building, perhaps with young children who could 'escape'.
- Keys** : When a key is provided, this will normally be numbered and must be signed for. If a key is lost we reserve the right to charge the hirer for the cost of changing the locks and issuing new keys.
- 16 **Responsibility** : Hirers and organisers are responsible for all aspects of their activities, including risk assessments, health & safety and appropriate DBS checks when children and vulnerable adult are involved.
- 17 **Insurance** : The premises are fully covered by insurance. However, the Meeting cannot accept responsibility for activities organised by hirers, or for equipment or personal possessions brought into (or stored at) the premises. Hirers are responsible for arranging their own insurance cover for these risks.
- 18 **Wifi** : The main Meeting House offers Wifi, hirers must comply with any instructions provided, and accept responsibility for their own security and safeguarding. The network is **CotteridgeQuakers**, the password is **PumpkinTable1652!** (Please note that the password is case sensitive.) This only works well in the Main Meeting Room and the Foyer, not the Classroom.
- 19 **Use of rooms**: Users should limit their use to the rooms which they have booked, and remember that the lobby, kitchen, toilet facilities and garden are communal areas; the exception is when the Early Learner 1-4 year-old children are using the garden when no others must use it at the same time. Also remember that in term times, the Classroom is used by the Early Learners for 1-4 year old children, and no access is allowed.
- 20 **Confirmation of booking**: A request for booking should be made using the booking form provided, and the booking will be confirmed in writing.
- 21 **Access to building**: Times for access and departure will be arranged at the time of booking. When leaving, the premises must be left secure with all lights, cookers and taps off. For new Hirers, enter and leave by the side door, the number of the Key Code will be given when your booking is confirmed; a torch will be useful in the winter months! For the moment, do NOT lock the side door with the mortice lock as well.

I have read the above conditions of use and agree to abide by them when using the Meeting House.

Print Name :

Date :

Please return this document to : Richard Tuckett, Treasurer Cotteridge Quaker Meeting, 47 Hawthorne Road, Kings Norton, Birmingham B30 1EQ (E [treasurer@cotteridgequakers.org.uk](mailto:treasurer@cotteridgequakers.org.uk)) by 17 January 2024

## **COTTERIDGE Quaker Meeting House Booking Form**

Date/Dates of Hire :

Start / Finish time :

Name of Hirer (the Organiser) :

Organisation :

Address for Invoices :

Mobile phone number of Organiser :

Email of Organiser :

Purpose of hire :

Room / Rooms required :

Number of participants expected :

**You can use the kitchen facilities for tea, coffee, etc. Bring your own tea etc., use the kettle and mugs in cupboard, wash and dry up, and leave the Kitchen in the same state as you hope to find it !**

(Revised April 2024)