



Terms and conditions of hire

Definitions

1. The Premises is the entirety of the building at the above address.
2. The Hirer is the person or organisation using the Premises.
3. The Lettings Officer is the person appointed by Weston Local Quaker Meeting to manage hires. The Lettings Officer can be contacted at lettings@westonquakers.org.uk.
4. The Trustees of North Somerset Quaker Area Meeting are responsible for the Premises.

Responsibilities of the Hirer

5. The Hirer shall use the Premises solely for the purpose stated in the booking form. If there is a change in the nature of the event, prior agreement must be sought from the Lettings Officer.
6. Insurance to cover Public Liability and loss or damage arising from their use of the Premises must be organised by the Hirer.
7. Any licence which may be needed (e.g. from the Performing Rights Society, Phonographic Performance Ltd, the local authority) and compliance with the terms of the licence is the responsibility of the Hirer.
8. Implementation of appropriate safeguarding procedures for children, young people or vulnerable adults while using the Premises is the responsibility of the Hirer.

Injury, loss or damage

9. The Trustees shall not be responsible for any injury, loss or damage to persons or their property during the use of the Premises.
10. Any substantial re-arrangement of equipment or furnishings, erection of decorations etc. must be agreed beforehand by the Lettings Officer.
11. The partition between the main hall and the Meeting Room may only be moved under the supervision of the Lettings Officer.
12. Damage to the Meeting House or its equipment, fittings, furniture or other property must be reported to the Lettings Officer as soon as is practical.
13. All defects in the Meeting House or its services (water, gas, electricity, heating etc.) shall be reported immediately to the Lettings Officer on 07729 998327.

Hire charge

14. The hire charge will be payable for all or part of a session: morning (8am-1pm), afternoon (1-6pm) or evening (6-11pm).
15. The hire charge is subject to change. The Hirer will be given at least three months' notice of any change to the amount.
16. The Hirer will be invoiced in arrears for use of the Premises and payment should be made within 28 days of receipt of the invoice. A late payment charge may be applied.

Keys

17. Keys to the Premises will be made available to named individuals. A refundable deposit will be taken for each key and every key-holder must complete a form.
18. The Hirer will notify the Lettings Officer of any lost key or any change to key-holders.
19. Additional keys may only be obtained from the Lettings Officer.

Use of the kitchen

20. The hire charge includes use of the kitchen.
21. The kitchen is not compliant with Food Hygiene regulations.
22. The Hirer uses the kitchen at their own risk.

Storage and waste

23. No food may be left in any part of the Premises.
24. Electrical appliances must be switched off before leaving.
25. At the end of the period of hire, all the Hirer's equipment and belongings must be removed.
26. At the end of the period of hire, the Premises must be left in a clean and tidy condition (cleaning equipment is available in the kitchen) and all rubbish must be removed.
27. A cleaning charge may be applied if the Premises is not left in a suitable condition.

Miscellaneous

28. The whole of the Premises is by law a no-smoking area.
29. No alcohol may be bought, sold or consumed on the Premises.
30. The maximum number of persons permitted in the Premises at any one time is 200.
31. The Hirer must make known to users the evacuation and safety procedures, as displayed in the Premises.
32. The Hirer must ensure that no nuisance or annoyance is caused to neighbours. No noise should be audible outside the Premises after 11pm.