

**BEDFORD QUAKER MEETING**  
5 Lansdowne Road, Bedford, MK40 2BY

**Offer of TERMS AND CONDITIONS Agreement for Room Hire.**

The following rooms are available from Monday to Saturday from 9am-10pm; rates are per hour or part of an hour.

**RATES**

MEETING ROOM (Ground Floor)	Hourly rate	£9
	3 hour session	£22.50
LONG ROOM (Ground Floor)	Hourly rate	£7.50
	3 hour session	£18.75
LIBRARY (Ground Floor),	Hourly rate	£5.50
	3 hour session	£13.75
COMMITTEE ROOM (First Floor)	Hourly rate	£5.50
SITTING ROOM (First Floor)	3 hour session	£13.75
LONG ROOM PLUS ONE OTHER (not Meeting Room)	Hourly rate	£12
	3 hour session	£30
USE OF KITCHEN (Ground Floor)		£4.00

The building is fully accessible on the ground floor for wheelchairs at both front and side entrances, and toilet facilities for wheelchair users are provided.

**CONDITIONS**

**GENERAL**

The Authorised Adult referred to is the person whose signature is on the “request to hire” form (or the person responsible for the booking). The Hirer is reminded that the building is in a residential area and is expected to respect the needs and privacy of neighbours and other users of the Meeting House by avoiding noisy activities and by leaving quietly.

Bedford Local Meeting reserves the right to cancel bookings made by any Hirer group that fails to adhere to these terms and conditions.

Acceptance of these Terms and Conditions must be confirmed on our APPLICATION form by the Authorised Adult for the Group. **At least two weeks’ notice** should be given of any necessary cancellations or alteration, otherwise the full fee will be charged. Should the Meeting House be required by the Society of Friends itself at short notice, we reserve the right to cancel. This is unlikely, but should it be necessary, as much notice as possible will be given.

**OCCUPANCY:**

Each Group is responsible for arranging the room to suit its own needs. Folding tables are kept in Children’s Room 1 if needed. Please return these at the end of the hire. Only portable displays or decorations may be used, and nothing should be attached to walls or doors. Groups are asked to leave the rooms as found, clean and tidy, and to respect the property of other users. Cleaning equipment is in the storeroom adjacent to the Male toilet.

Hiring Rooms 07949972159  
01234 211012

email  
[annekcmills@yahoo.co.uk](mailto:annekcmills@yahoo.co.uk)

Clerk of Quaker Meeting  
[clerk@bedfordquakers.org.uk](mailto:clerk@bedfordquakers.org.uk)

*Religious Society of Friends (Quakers), Bedford Local Meeting Registered Charity number: 1134541*

Hirers are responsible for understanding the system for entering and leaving the premises, and should ensure that all doors and windows are locked and lights are off when they leave.

**SPECIAL NOTE: We would remind you that the front door should NEVER be left open and unattended.** Please arrange for one of your group to be at the door, at all times when you wish to leave the door open. Otherwise leave the door firmly closed, even if there are other Hirers in the building. Latecomers to your meeting can use the doorbell for you to come and let them in, or your mobile phones can be used for the purpose.

Thank you for your co-operation in this important security measure.

#### DAMAGE AND DEFECTS:

Any defects should be reported to the Hirings Officer. All damage should be reported and recorded in the Book of Breakages (in the Kitchen). All costs of damage to the property and its contents caused by users must be paid for by them. It is the users' responsibility to ensure that they are fully insured against any liabilities which may arise from their occupation or use of the premises or property of the Meeting.

#### USE OF KITCHEN & EQUIPMENT:

Kettles, Crockery and Cutlery are provided - all cupboards are labelled to facilitate finding crockery etc. As these facilities are used by many groups, thorough washing up is essential. The kitchen should be left clean and tidy and all items returned to their correct places. Please provide your own tea towels. Hot water for washing up is available on tap. The small basin is for hand washing only.

**SMOKING, ALCOHOL, ILLEGAL DRUGS, AND GAMBLING are NOT allowed on the premises.**

#### HEALTH, SAFETY AND SECURITY:

The Authorised Adult must accept full responsibility for safety procedures for the Group in the event of fire or accident. This responsibility must not be delegated. A First Aid box and Accident Record Book is kept on the Kitchen mantelpiece. Children must be supervised at all times by a responsible adult and should not be allowed in the kitchen unaccompanied, nor left there alone.

Personal electrical equipment used by Hirers may not be brought on to the premises without permission and must be safe (to conform to PAT regulations). No dangerous substances may be brought into the building.

**There is no telephone on the premises. The Authorised Adult MUST have access to a mobile phone.**

#### **FIRE**

Safety is paramount. If you become aware of smoke or fire; **GET PEOPLE OUT**, and immediately use a Break Glass Panel to sound the Alarm to warn other occupants about the danger in the building. The Authorised Adult for each Group must know the position of the Break Glass Panel Fire Alarms and Fire Exits. The Authorised Adult is required to account for the complete evacuation of their Group to the Assembly Point (Front of the building).

#### **Call the Fire Service ASAP on 999**

(The location of the cut-off Valve for Mains Gas is signed on the gas meters).

Notify the Hirings Co-ordinator or the Clerk as soon as possible.

There are four Fire Exits on the ground floor: in the Meeting Room; the side entrance; Children's Room 1; the Front Door. There is one Fire Exit on the First Floor (apart from the usual stairs) – this is through the door marked "BDAN" and out onto the separate stairs leading down to the ground level door. Follow the signs.

When Fire Alarm goes off the electromagnetic locks on the door marked BDAN and the door to the external stairs automatically open. This is the alternative route to the main stairs (if these are unsafe), for rooms on the first floor.

#### FIRE EXTINGUISHERS

Fire Extinguishers are intended for use by those trained to use them. They are labelled as to their use for electrical or other types of fire. There is a total of four Fire Extinguishers on the Ground Floor: two in the Front Entrance hall, one in the Kitchen (where there is also a Fire Blanket) and one in the Rear Lobby near the Meeting Room. There are two Fire Extinguishers on the First Floor landing, and a fire blanket in the kitchen on the first floor.

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