



St Albans Quaker Meeting House Lettings 2018 Terms and Conditions Brochure

Charity Number 1134541

Lettings enquiries: lettings@stalbansquakers.org.uk

Who books rooms?

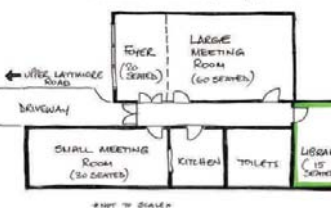
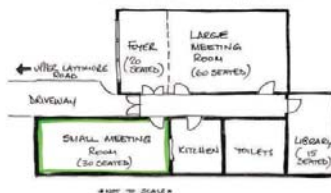
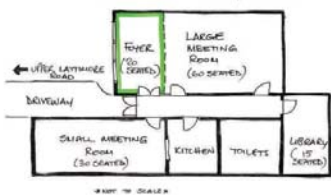
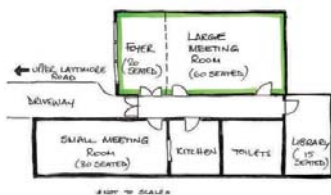
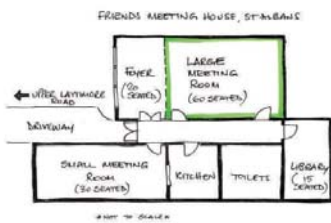


The Meeting House is owned and operated by St Albans Quakers. We let out our facilities to organisations and groups who are likely to be congruent with our Quaker philosophy, keeping our hire rates sharply competitive so as to better support ethical enterprises, community and the voluntary sectors. The Meeting House is also in a residential area therefore we do not let our building for private parties nor later than 11pm out of deference to our neighbours.

We are a non-smoking, alcohol and drug-free meeting space.

What facilities do we offer?

We have four rooms available. They are illustrated below:



Large Meeting Room. Seats about 60 in theatre layout. The wall is used as a projection screen. Loop amplification is available for hearing aid users.



The sound proofed door separating the Large Meeting Room from the Foyer room can be moved aside and the two rooms used together for larger gatherings (as illustrated). Book both spaces and alert us to their combined use. Some users hire both rooms using the Foyer separately as a breakout space.



Foyer. Separated normally from the Large Meeting Room by soundproofed dividing doors, this space can support 20 in theatre style. This room is also used by small meditation groups, small business meetings or other small gatherings.



Small Meeting Room. Seating around 30 in theatre style, this room is also connected to the kitchen through a serving hatch. Windows have blackout blinds which can also serve as a projection screen



Library. Seating around 15 in theatre style or more often in the round, this room is frequently used for one-to-one counselling, meditations or small business meetings. This room is carpeted.





Kitchen. All groups can use the kitchen to make refreshments. We provide cups / mugs and glasses including plastic cups for children. There are also plates and some cutlery. You are responsible for clearing away. You should also provide any consumables and remove them and your rubbish when you leave. There is a small charge to use the cooker which must be pre-booked. Please do not bring and use polystyrene cups, its takes but a moment to wash up and tidy away crockery—reuse is walking lightly on the earth.

Terms and conditions for renting rooms

Rates table for 2018

Cancellation:

We require 10 working days notice of cancellation for a full credit (if already invoiced and paid). For notice less than 10 working days we will charge the full amount.

	Area	Seating (Theatre style)	2hr minimum charge	Additional part or whole
Large meeting	8.5 x 6.5m	60	£28.90	£7.20
Foyer	6.5 x 4m	20	£16.30	£4.05
Main + Foyer	13 x 6.5m	80	£43.35	£10.80
Small Meeting	7.2 x 4.5m	30	£21.70	£5.40
Library	6.5 x 4m	15	£16.30	£4.05
Kitchen for			Shared facility — no additional charge	
Kitchen			£5.00	

The small print:

There is no charge to use the **kitchen** for light refreshments on the basis that you leave the kitchen clean and tidy away any crockery and cutlery once you have washed up and dried them. You can use the glasses, cups and mugs available in the kitchen drawers. You can also use the kettles in the kitchen. We provide cool storage for milk but take any unused consumable away when you leave—nothing can be re-used, except by you.

If you want to use the **cooker** then we will charge you £5 and you must reserve it for your booking otherwise others may have already done so. There is a hatch between the kitchen and the small meeting room.

The building is fully accessible to **wheelchair** users and includes a specially equipped toilet. The main meeting room has an induction loop for those with hearing aids—ask for this facility when you book.

We take the **safeguarding** of Children and Vulnerable Adults very seriously, all hirers organising activities for these types of groups must have their own safeguarding policy which Quakers can ask to review.

New hirers must fill in a booking form nominating a responsible adult who will be familiar with the security procedures described below as well as your own **health and safety** procedures. These must include knowing where to find fire extinguishers and exits (which together with the corridor, must be kept clear), the first aid box (in the kitchen) and the **accident book** (in the corridor with the incident book). A mobile phone should always be brought in as the meeting house does not have a telephone. If there are any **incidents** (fire alarms going off falsely for example) this must be logged in the incident book otherwise we cannot investigate and fix faults efficiently.

If you are a regular hirer we will **invoice you** around the 20th of each month. If you are booking the meeting house for a single event then we will invoice you shortly after you make the booking. You should ensure that **we receive your payment** before your event so please allow time for this process (typically about a week).

You must **comply** with the spirit and all the advice in this brochure as part of the conditions of your hiring the meeting house. Provided our **Quaker principles** are not compromised we are relaxed about how you use the meeting house.

Quaker principles:

www.quaker.org.uk/quaker-beliefs (e.g. we would not let to firms connected with the arms trade). We do not permit gambling, alcohol, tobacco or drug-taking in the building. Following past experience when noise was excessive, and in the interests of our residential neighbours, we are sorry that we do not let for parties. You are responsible for any music / performing rights **licences** you may need. We licence only our own use.

Security and good housekeeping

By providing rooms at low prices we aim to provide a useful service to the local community. Hirers should understand however that they are totally responsible for **security** while in they are in the building. **Access** is by means of a **door code** which is regularly changed, but which should only be divulged on a "need to know" basis. Once the whole group has arrived, the door lock catch may be put in the vertical position to prevent intruders entering subsequently. At the **end of the session** all external doors should be locked, all windows closed, supplementary heating turned off, and all lights extinguished, including in the toilets, before leaving the building. You should ensure that the garden gate is closed when you finally leave the site.

We ask all users to leave the building in a state in which they would be happy to find it on entering. **Please report any problems to the lettings officer.** You will need to **allow time** to set up, or remove, tables and chairs at the start of your session. When you have finished, tables should be returned to their original positions in the corridor and small meeting room. Please carry tables safely so that our floors are not damaged. Chairs may be left in position, as they may be useful to the next hirer.

Hirers **using the kitchen** should leave it as they want to find it. As it is used by many different groups, you must observe all the common health and hygiene rules strictly. Please do not use polystyrene cups. Cups, cutlery etc are available for light refreshments but should be carefully washed up, dried, and put away before you leave. Please bring enough tea, coffee etc. for your own needs and do not use provisions left in the meeting house by other groups. We provide cleaning equipment stored the tall cupboard in the kitchen. You must ensure that a responsible adult supervise children at all times and they are not left alone when they are in the kitchen. Since we only have normal domestic arrangements for the disposal of rubbish, we ask that if you create any significant volume of rubbish, particularly catering waste, you bag it up in the black bags available in the kitchen and **take your waste away with you.** Do not leave it outside by the dustbin as it will not be collected, and we have to take it to the tip.

Property and your equipment

Lost property is placed in a box in the hall. We will remove unclaimed goods monthly.

We can provide regular hirers with some lockable cupboard space on a "first come first served" basis. Enquire about this from the lettings officer. You are responsible for the security of items so stored. Please don't store any money or valuable items in the building. We are broken into occasionally. Finding nothing worth stealing means the perpetrators are unlikely to come back and cause damage getting into the meeting house.

Please obtain permission from the lettings officer if you wish to use any of **your own electrical appliances** in the meeting house. Using your own equipment will always be at your own risk. It is your responsibility to ensure your equipment is PAT tested.

Hirers' publicity material

When using our address on your own advertising material, please ensure that no connection is implied to the Society of Friends. The Meeting House must not be used as a mailing address. If space is available, hirers may post up to A4 size leaflets on the hirers' notice board on the right of the corridor only. Other users' material should not be removed or covered up.

Data protection

Please note that we keep your contact information on a spreadsheet. This is kept for our own use only and will not be shared. You can ask at any time to see the information we have about your organisation.

Disclaimer

It is your responsibility as hirers to ensure that you are fully insured against any liabilities which may arise from your group's occupation or use of the premises or property of the Meeting. Quakers reserve the right to decline any booking without giving a reason and to cancel bookings made by a group which fails to adhere to our terms and conditions. The Meeting House may be required at short notice by the Society of Friends itself, e.g. for a funeral, and in such a case we may need to cancel a booking. In practice this rarely happens but should it be necessary we will give as much notice as possible.

Wifi, internet and other business services.

We do not provide business services. If you need an **internet connection** then most phones receiving data can be set up as a mobile Wifi hot spot which many laptops models can then get an internet connection through.

If you need a **PC or other projector** then you should arrange to supply your own.

If you need **flip charts** or white boards then you should arrange to supply your own. We provide flip chart easels for you to use on a first come basis. You should provide your own paper and pens. Flip chart paper can be hung using magnets from the easels.

If you plan to use a projector in either the Foyer, the Small Meeting Room or the Library you should determine for yourself whether you need to bring a screen. We don't provide one but many use the wall or blinds although clear wall space is limited in the Foyer.

If you are using equipment that is connected with cables and you are running these cables across the floor then you must use appropriate **cable protectors** to avoid trip hazards. We provide cable protectors (about 6m run) but it is your responsibility both to use these and make sure you cover all trip hazards effectively. Please do not use gaffer or duct tape as this damages the floor finish.

And finally...

We hope you enjoy using our building as much as we do. You are of course always welcome to join us for **Meeting for Worship on Sundays at 10.30am**.

More information

The lettings coordinator can provide guides on where to eat near the meeting house, where to park, the walking routes for public transport users and the meeting house location for you to send to your attendees. Please ask.

A check list for running successful meetings in the building follows on page 5.

Check list for running successful meetings in the Quaker Meeting House, Upper Lattimore Road, St Albans

Information for your attendees:



Information your attendees may want (ask for our summary guides if you need them) :

- Parking: Do they need to know where the car parks are? (Guide available)
- Public Transport: Do they need to know where the transport stops and walking routes are?
- Catering: local cafes and restaurant locations? (4 within 100 yds—Guide available)
- Disabled access: Do they need to know that the building caters for wheel chair and hearing aid users?
- Do they know your starting and ending times? Bear in mind that your meeting's start may be running close to another group's ending. It is inappropriate for attendees to start using the room before the booked starting time.
- Do they know that, should they arrive early, there is seating in the corridor for them to use. They can get water to drink from the kitchen next to the corridor seating and toilets are available via the corridor too.
- They should know that the Meeting House is a place of worship in a residential area so noisy disrespectful behaviour is particularly inappropriate. Approach, meet and leave with decorum.

Information for your presenters:



Information for your presenters:

- You should set up and clear away within the booked time. Other meetings may be running back to back with your booking.
- You should provide all your own projection equipment, PCs, and internet access (usually available using a mobile phone as a mobile internet hotspot), extension and distribution cabling, with cable protectors to prevent cable trip hazards. Some cable protectors are available for general use in the Meeting House. We provide flip chart easels to use anywhere in the building. You provide paper and pens. Projecting in the Foyer room? Then you will need to bring a screen. All the other rooms you can use the wall (main room and library) or the window blind (small room).
- You should provide their own lectern and/or PC projector stand if you need to use these.
- You can use blue tack to display flip chart paper on the walls, providing the material used does not leave a stain and you clean it all off afterwards. The building is a private community resource. If you leave it disheveled this is not congruent with the Quaker approach.
- You as representatives of your organisation should be first in (to set up) and must be last out (having cleared away). You must not leave any of your attendees in the building. They are there under your supervision and you are responsible for them while they are there.
- Know where the emergency exits are and how you get out in an emergency. Know where the fire extinguishers are and what different types are available. The fire alarm is a loud bell (unmistakable). Only call for help after you have your people out of the building—safety first.
- There is limited parking for two small cars on the driveway on a first come basis. Please ensure the public footway is clear. If your car sticks out onto the footway, this can be hazardous to white cane users.
- If you brought consumables (tea/coffee/milk/biscuits) take everything left over away. Others cannot use what you leave.
- **You should ensure you know the latest door access code before arriving.**

Information for organisers:



Information for organisers:

- Your public liability and professional indemnity insurances must cover you for activities in the Meeting House. You may also need employees liability cover even if someone is unpaid.
- Your invoice must be paid before you meet. Have you ensured you are up to date with payment.
- Are your forward bookings up to date. The Meeting House is booking some meetings more than a year in advance. At least make tentative bookings to flag your interest. Confirm as soon as possible. Last minute bookings often occur and may displace unconfirmed tentative bookings.