

CONDITIONS OF HIRE

Bookings: All bookings are to be made with the Jordans Quaker Centre office at the above address.

Availability: The premises are normally available from Monday to Friday between 9am and 8pm. Requests for bookings at the weekends or outside of these times will be considered at the discretion of the Jordans Quaker Centre Office.

Charges: The list of current charges is available from the Jordans Quaker Centre office to whom all payments should be made. Cheques should be made payable to "CHILTERN AREA QUAKER MEETING (or 'CAQM') with the reference 'JORDANS QUAKER CENTRE' on the back. Bank details for BACS payments are included on the Invoice.

Rooms: Facilities include the Meeting House (capacity 100) a large meeting room (capacity 40) and two smaller meeting rooms (capacity 10-12), a foyer and two kitchens. These may be hired separately or in any required combination.

Equipment: A laptop computer, data projector, overhead projector, screen, flip charts (with pens and paper), CD player, and radio are available by prior arrangement. There is a charge for the use of the data projector.

Kitchens: The kitchens may only be used by those hiring the premises. Use of the kitchen includes a cooker, microwave, water heater, utensils and crockery. Please note that the kitchens are equipped to warm food and for basic food preparation and are not equipped for cooking meals. **If additional cleaning is required upon the departure of a hirer** in order to return the kitchens to their original standard of cleanliness, there will be a charge made to cover cleaning costs. Please note: children under 12 years of age must not enter the kitchens.

Catering: Please ask the JQC office if you would like us to arrange catering. This must be booked at least a week in advance. Note: We make a charge of £10 for self-catering use of the kitchen.

Refreshments: We may be able to cater for refreshments (tea/coffee/biscuits) – charges apply – please check with the office. Alternatively, we make a charge of £10 for self-catering use of the kitchen.

Toilets: Cloakroom and toilet facilities are available for use by all hirers. There is a fully accessible ground-floor toilet.

Access: Wheelchair access is available to the ground floor rooms and there is a lift from the Meeting House to the ground floor. A hearing loop is available in our main meeting rooms.

Garden: The garden may be used by arrangement with the Jordans Quaker Centre office.

Furniture: When booking is made the hirer should specify the requirements for tables, chairs and equipment in order to ensure their availability.

Insurance: CAQM, our parent body, has public liability insurance to cover claims of up to £5,000,000. We cannot accept responsibility for any activities by those hiring rooms. Hirers are therefore asked to ensure that their own Public Liability Insurance is arranged to cover against any claim made against them in respect of any activity that they are responsible for, any equipment they bring on to the premises or any damage caused to the premises. Individuals hiring rooms should check with their own household insurers. In most cases this will be covered but if this is not the case the Jordans Quaker Centre office can supply details of a company that the individual could approach.

Damage: It is expected that any damage to the premises, fixtures, fittings, crockery etc will be paid for by the hirer. Please do not attach anything to the walls (by drawing pins, Blu-Tac etc). Most of the walls have a clay plaster base and special coloured wash – and they are fragile. If you need to display material flipcharts with extensions are available by prior arrangement.

Maintenance: In the interest of health and safety please report to the Jordans Quaker Centre office any breakages, accidents, damage etc. – or significant wear and tear insofar as it may affect future use and facilities of the premises. **NB:** On no account should any fire safety devices (i.e. smoke alarms, extinguishers) be tampered with. Please report any signs of irregularity about these to the office.

Cleanliness & Refuse: Please leave room(s) and/or kitchen(s) used by your group in the same state of cleanliness as it had been found. All hirers are expected to make plans to take their own refuse away.

Complaints: Any complaint by the hirers should be addressed to the Manager in the first instance. If it is not resolved your concerns may be voiced to the Clerk of the Chilterns Area Quaker Trustees; contact details may be obtained from the Jordans Quaker Centre office.

Smoking: Smoking is not allowed anywhere on the premises, including the toilets and the front porch area.

Food & Drink: Food and drink should not be taken into the 1688 Meeting Room or the Library but may be consumed in other rooms. **Alcohol:** if hirers wish to consume alcohol on the premises they must request permission at the time that the booking is made. The Manager’s decision on this is final. Jordans Quaker Centre does not have a licence to provide or sell alcohol therefore hirers must make their own arrangements and cannot make a charge for any alcohol consumed.

Miscellaneous:

- 1) Children under 12 years of age should be supervised at all times by an adult.
- 2) No animals (except guide dogs) are allowed in the building.
- 3) Parking for up to 25 cars is available on site. Jordans Quaker Centre cannot accept any liability for vehicles parked at the site.
- 4) The use of candles or naked flames is not permitted anywhere on the premises without prior approval and, even if approved, must never be left unattended.
- 5) The Hirer undertakes to confine their occupation to the room/s and times agreed in advance with the Jordans Quaker Centre office. Jordans Quaker Centre reserves the right to make additional charges if extra facilities are used or if the hirer exceeds the agreed time.
- 6) Jordans Quaker Centre reserves the right to make additional charges if the hirer fails to leave any room (including the kitchen and equipment) in a state of cleanliness fit to be used by the next hirer.

If you have any queries regarding the above please contact the Jordans Quaker Centre office on 01494 876594 or email: office@jordansquakercentre.org

I/We have read and accept the conditions of hire for Jordans Quaker Centre

Name of organization

Date of Room Hire: ’

Signed

Date