



ROOM LETTINGS INFORMATION

Tel:

01904-624065

web:

yourfriargate.yorkquakers.org.uk e-mail: friargate@yorkquakers.org.uk

Friargate Quaker Meeting House is run by York Area Quaker Meeting.

You will find a warm welcome which is underpinned by our values.

We hope you find a place of Peace, Equality, Simplicity, Sustainability and Integrity.

Room Hire Charges – 2020

Rooms at the Meeting House are available for hire at the charges below.

We offer:

- Central location, close to transport links and medium and long stay car parking
- A range of well-maintained rooms for different group sizes
- Lift access to all floors and wheelchair accessible facilities
- Staff to welcome and support you
- Fairtrade tea/coffee and catering can be arranged.
- Flat rate charge for the shared use of the kitchen facilities
- Peaceful atmosphere and tranquil garden
- Free Wi-Fi throughout the building – please ask duty staff for password

| Room | Dimensions | Session Price | Capacity Theatre style |
|--|------------------------|------------------|---------------------------|
| FRIARGATE LEVEL | | | |
| Meeting Room | 12.8 x 10.5m | £95 | 150 |
| Penn Room | 8.1 x 6.45m | £62 | 40 |
| Fox Room | 6.45 x 6.15m | £42 | 25 |
| Quiet Room (evenings after 17:00 only) | Heptagonal | £32 | 12-15 |
| Kitchen (Friargate level-shared use) | £18 flat rate | | |
| Friargate Foyer available to use only when all Friargate level rooms are booked together | | | |
| GARDEN LEVEL | | | |
| Garden Room (boardroom style table) | Heptagonal | £32 | 12 |
| Fell Room (evenings and Saturday only) | 8.5 x 4.6m | £36 | 25 |
| Woolman Room (Saturday only) | 7.5 x 4m | £36 | 20 |
| Kitchen (Garden level-shared use) | £18 flat rate | | |
| UPPER LEVEL | | | |
| 1 Lonsdale Room | 5.6 x 4.6m | £40 | 20 |
| 2 Tuke Room (<i>Counselling room</i>) | 5.4 x 2.2m | £30 £9/hr | 4 |
| 3 Fry Room (<i>Counselling room</i>) | 5.4 x 2.2m | £30 £9/hr | 4 |
| 4 Backhouse Room | 5.6 x 6.2m | £53 | 30 |
| Upper level suite (all 4 Rooms) | £250 per day flat rate | | 50 – 58 total |

Other Products available

| | |
|---|------------------|
| Data projector hire (per session) | £20 |
| Laptop hire (per session) | £20 |
| Sound system hire (for use in Meeting Room) | £40 |
| Speakers | £10 |
| Piano hire (per session) | £36 |
| Flip chart pad and pens | £9 |
| Hot drinks per cup (Self Service) | £1 |
| Generous plate of biscuits | £4 |
| Buffet lunch: sandwiches, cake or fresh fruit and fruit juice. (alternative catering and special dietary needs catered for) | £8.50 per person |

Additional information:

- We are normally **open** for bookings Tues – Thu 09:00 to 21:30 and Mon, Fri and Sat 09:00 to 17:00
- Sessions are up to 4 ½ hours within the following time slots:
 - Morning 09:00 -13:00
 - Afternoon 13:00-17:00
 - Evening 17:00-21:30
- Room booking includes time needed for hirers to set-up the room beforehand and to tidy up afterwards – Friargate staff are unable to set rooms up or clear them away
- School groups are welcome for school lunch at a special rate in Penn Room. Bin bags available free
- We are happy to book Tuke and Fry for hourly sessions
- Groups may hire the kitchen, bring their own supplies and clear away. We have separate Terms & Conditions for those hiring the kitchen (please see the kitchen agreement section).

Terms and conditions for hiring rooms 2020

Friargate Quaker Meeting House is run by Quakers in York Area Meeting. As a religious organisation we have testimonies to peace, equality, truth & integrity and we want our values to show through our actions. It is important that the events and meetings that take place in our building are not in conflict with our testimonies and the public statements of Quakers in Britain

1 Our contact details.

Address: Quaker Meeting House, Friargate, York YO1 9RL. Telephone: 01904-624065 or 07425289334. Email: friargate@yorkquakers.org.uk.

Our staff will be pleased to take your booking, answer any questions, and discuss details and arrangements for your event. Permanent staff are:

Business Manager Tracey Sharp
Quaker Centre Manager Cath Harvey
Meeting House Assistants Denise Wells and Eleanor Mottram

2 Bookings and payment.

In order for us to hold a room, provisional bookings need to be confirmed in writing, preferably by email. We can hold rooms for 24 hours. If the booking is unconfirmed we will release the room to our waiting list. We reserve the right to ask for a 50% deposit for bookings of over £100. We also reserve the right to refuse bookings or to cancel them without giving reasons. Invoices will normally be issued on the day of, or soon after, your meeting. We ask for settlement within 30 days. We can now accept payment via Sagepay

3 Cancellation of bookings

Charges will be made for cancelled bookings as follows:

| | | |
|--|---|-----------|
| Three weeks or more | - | no charge |
| Less than three weeks but more than one week | - | 50% |
| One week or less | - | 100%. |

We are not normally in a position to negotiate these cancellation fees

4 Care of the Meeting House

Hirers are responsible for arranging the room to your requirements and for leaving the room as found. A discretionary charge of £50 per room may be charged if the room is not left tidy. Please do not fix anything to the walls with drawing pins, paste, tape, Blutak etc; ask staff for advice. Please ensure that your meeting does not run late and you have allowed time for set up and clear down. The Meeting House closes at 21:30 promptly. The Foyer is available for use if you have booked all rooms on the Friargate level.

5 Please note that:

- You are responsible for children, young people or vulnerable adults at your meeting, and ensuring all appropriate checks are carried out for volunteers or staff. If you do not have your own safeguarding policy please agree to ours (electronic link on the booking form). Group organisers are asked to sign in at reception
- Backhouse and Lonsdale Rooms are on a "Quiet Corridor" with counselling rooms. If hiring these rooms you are agreeing to keep noise in the corridor to a minimum.
- We do not allow gambling (including raffles) on the premises, nor the use or storage of alcohol or

illegal drugs.

- We do not hold a licence for the storage, supply or consumption of alcoholic beverages.

6 Kitchen facilities

If you have hired the kitchen you are responsible for leaving it as you found it - please note you will not have exclusive use. A maximum of 3 members of your group will have access at any one time, and no children under 12 without adult supervision. You will be asked to read and sign the Shared Kitchen Use Agreement. If you have not booked use of the kitchen, or signed the Shared Kitchen Use Agreement, you will not have access.

7. Allergies

Our caterers provide labelled meals for special diets. If you have allergies please ask staff to hold special your meals separately. We regard it as your responsibility to ask for details regarding allergies.

8. Publicity and advertising by hirers

Please ensure that mail for you is only sent to the Meeting House after negotiation with staff. It should also be made clear that your meeting is not held under the auspices of the Religious Society of Friends (Quakers).

9 Fire precautions

Written copies of fire procedures with information on fire exits, fire extinguishers, and the assembly area outside the main entrance are framed by the door of each room. Please ensure that emergency exits are not blocked and that your group are informed of our fire procedures and of the exit route and assembly point (at the top, Castlegate end, of Friargate). If you wish a fire drill can be arranged.

10 Legal responsibility

Use of the premises is at your own risk. The trustees do not accept responsibility or liability for any loss, theft or damage to personal effects, property or equipment brought into the Meeting House by your group. You are responsible for any liability that may arise from your activities in the Meeting House. You must maintain the necessary insurance for all legal liabilities arising out of their activities while on the Premises, including personal injury and death of third parties (including employees/volunteers and damage to the Meeting House or to the property of others. You must obtain necessary licenses from PPL (Phonographic Performance Limited) and PRS for Music (Performing Right Society) in respect of your use of recorded music, public performance or reproduction of music as our premises are not licensed for public

11 Damage

Please tell us if your group has caused any damage. We may ask you to pay for any necessary cleaning or repairs beyond normal wear and tear; you might consider seeking professional advice on insurance for your group's activities.

12 A booking may be refused or cancelled if:

- **The aims and policies of the organisation or individual seem to be in conflict with Quaker beliefs.** We request written group aims prior to confirming the initial booking for new hirers. A form will be sent to all new booking enquirers, this form should be filled in and returned, with other documents as requested, before a booking can be confirmed.
- The Hirer and/or Guests has/have ever been **linked to violence or incitement to hatred or violence on or off the Premises.**
- Violence or the encouragement of violence at a meeting may reasonably be anticipated
- Contravention of fire or health and safety regulations may reasonably be anticipated
- Misbehaviour has occurred at a previous meeting organised by the organisation or individual in question
- A hirer persistently breaches Friargate Quaker Meeting House Room Hire Terms and Conditions

Political parties and campaign groups may book rooms for private meetings of their members and guests. Public meetings by political parties or campaign groups may be approved where the speakers represent a balanced range of views where the political impartiality of Quakers will not be prejudiced

When the activities of a customer seem to be contrary with, or be directly prejudicial to, the work of the Society the potential booking may be referred to the Resources Committee, the Clerk of the Local Meeting, or if necessary Area Meeting. In doubtful cases the potential hirer will be informed of the delay so that they have time to make alternative arrangements.

Continuing with a booking assumes acceptance of our terms and conditions.

This policy and standard conditions of letting are reviewed periodically and are subject to change to meet the changing needs of the premises, York Area Quakers and the Society of Friends.

Agreement for shared use of the Kitchen

2020

Users are welcome to hire the kitchen. Use is likely to be shared with staff and possibly other hirers. To comply with hygiene and safety standards please observe the following hygiene procedures.

1. Only 3 members of your group involved in food/drink preparation should use the kitchen
2. Children under twelve years of age should not be admitted
3. Members of your group having or recently had colds, other infections and especially diarrhoea or sickness must not use the kitchen
4. Coats and bags should be left elsewhere
5. Wash your hands with soap provided in the hand basin when you first enter the kitchen and before and after each food preparation task
6. Surfaces should be cleaned using the sanitising spray before and after use
7. Food should be cut only on chopping boards
8. Wear a clean apron when preparing and serving food. Disposable aprons are provided
9. Any cuts to hands should be covered with waterproof plasters or latex gloves. Staff can provide these.
10. Cold food should be stored and labelled with name, date and time in the fridge prior to serving. Food left out for four hours will be disposed of. Unused food should be removed when you leave the building. Any food left behind will be binned
11. Follow the same procedures when setting up a food or drink facility other rooms
12. Wash all crockery/cutlery in the dishwasher. Replace clean items in cupboards and drawers. Ask staff if you need information
13. Make sure that people using the kitchen have a good understanding of food hygiene and health & safety protocols
14. Reports accidents to staff who will record them
15. Finally, leave the kitchen as you would wish to find it; all washing-up done, the dishwasher emptied and everything put away where you found it.

Thank you. Enjoy using the facilities.

I/we have read, and agree to observe these guidelines and understand that, if they are broken, future use may be declined.

Signed: Today's Date:

Name (printed)

Organisation: Date(s) of Use: Booking Ref: