

Quaker Meeting House, Friargate, YORK, YO1 9RL

INFORMATION SHEET

Tel: 01904-624065

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

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. A special welcome is given to events and meetings which support our testimonies and the public statements of Quakers in Britain; we reserve the right to refuse or cancel any booking we feel might be in conflict.

Room hire charges – 2018

Rooms at the Meeting House are available for hire on the terms and conditions listed on separate sheet, at the charges below. We offer you:

- Central location, close to all transport links and medium and long stay car parking
- A range of well-maintained and new rooms catering for all sizes of group
- Lift access to all floors and wheelchair accessible facilities
- Staff to welcome and support you
- Fairtrade tea/coffee available; catering can be arranged through us, or you may bring your own. 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 | £ per session | Max capacity (Theatre style) |
|---|--|---------------|------------------------------|
| Friargate Level | | | |
| Meeting Room | 12.8 x 10.5m | £90 | 150 |
| Penn Room | 8.1 x 6.45m | £60 | 40 |
| Fox Room | 6.45 x 6.15m | £40 | 25 |
| Quiet Room (evenings after 17:00 only) | Heptagonal shape | £30 | 12-15 |
| Kitchen (Friargate level) | £16.50 flat rate shared use (available when hiring another room) | | |
| Friargate Foyer available to use only when all Friargate level rooms are booked together | | | |
| Garden Level | | | |
| Garden Room (boardroom style table) | Heptagonal shape | £30 | 12 |
| Fell Room (evenings and Saturday only) | 8.5 x 4.6m | £35 | 25 |
| Woolman Room (17:00 – 18:00 only) | 7.5 x 4m | £35 | 20 |
| Kitchen (Garden level) | £16.50 flat rate available only when using a room – shared use | | |
| Upper level | | | |
| 1 Lonsdale Room | 5.6 x 4.6m | £40 | 20 |
| 2 Tuke Room (<i>Counselling room</i>) | 5.4 x 2.2m | £25 (£8/hr) | 4 |
| 3 Fry Room (<i>Counselling room</i>) | 5.4 x 2.2m | £25 (£8/hr) | 4 |
| 4 Backhouse Room | 5.6 x 6.2m | £50 | 30 |
| Upper level suite (all 4 Rooms) | | £245 per day | 50 – 58 total |

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Additional information:

- We offer a 20% discount on the room hire prices on Mondays and Fridays
- We are normally **open** for bookings Mon – Thu 09:00 to 21:45 and Fri and Sat 09:00 to 17:00
- Sessions are four hours and a half hours within the following time slots:
 - Morning 09:00 -13:00
 - Afternoon 13:00-17:30
 - Evening 17:30-21:30
- Room booking must include time needed to set-up the room beforehand and to tidy up afterwards – we cannot set rooms up or clear them away
- Short notice bookings may be available at one half of the session rate, except Tuke and Fry where we are happy to book these for an hour or hour and a half bookings on each quarter hour (see above for details)
- Refreshments – We offer hot drinks at 95p per cup throughout the day from a self-service counter. We can provide a generous plate of biscuits for £4.00, or a plate of more 'home-made style' biscuits for £5.75.
- 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.
- We can provide buffet lunches at £8 per person, consisting of sandwiches, cake or fresh fruit, and fruit juice. Lunch will be served in your meeting room. Please enquire if you require an alternative to our usual buffets, or have particular dietary needs.

Equipment available for hire (per day or part of day unless otherwise stated)

| | |
|--|-----|
| Data projector (per session) | £20 |
| Laptop (per session) | £20 |
| Sound system (for use in Meeting Room) | £40 |
| Flip chart pad and pens | £9 |
| Piano | £35 |

Terms and conditions for hiring rooms at Friargate (York) Quaker Meeting House

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; we reserve the right to refuse or cancel any booking we feel might be in conflict.

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

Manager: Tracey Sharp or Assistant Manager: Cath Harvey will be pleased to take your booking, answer any questions, and discuss details and arrangements for your event.

2 Bookings and payment. Our current hire charges are shown on a separate sheet. Invoices will normally be emailed to you soon after your meeting or issued on the day; they should be settled on the day or within 30 days. You should confirm provisional bookings in writing, preferably by email, within ten days or at least 10 days before the event (whichever is sooner) otherwise they will not be held for you. A room that is 'held' for more than 24 hours will be deemed to be a provisional booking. 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.

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 Publicity and advertising by hirers. Please ensure that your group's contact details are given on any publicity for your meetings and that mail for you is not sent to the Meeting House without 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).

5 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 and may be sharing it with another group or groups. 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 acceptance of 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.

6 Care of the Meeting House. You are responsible for arranging the room to your requirements. You are also responsible for leaving the room as you found it. A discretionary charge of £50 per room may be charged if the room is not left as you found it, or as specified by a member of staff. Please do not fix anything to the walls with drawing pins, paste, tape, Blotak, or other means; please ask staff for advice. Please ensure that your meeting does not run late and you have allowed time for set up and clear down as bookings are taken back to back; please note that the Meeting House closes no later than 21:45. The Foyer is available for use if you have booked all rooms on the Friargate level.

7 Please note that:

- If there are children, young people or vulnerable adults at your meeting, you are responsible for looking after them and ensuring all appropriate checks are carried out for volunteers or staff.
- 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.

8 Fire precautions. The staff will show you the location of fire exits, fire extinguishers, and the assembly area outside the main entrance. Please ensure that emergency exits are not blocked. Please also inform your participants at your first meeting, and periodically thereafter, of these procedures. If you wish a fire drill can be arranged.

9 Legal responsibility. Use of the premises is at your own risk. The trustees do not accept any responsibility or liability for any loss, theft or damage to personal effects, property or equipment brought into the Meeting House by your members or your group. In addition, you are responsible for any liability that may arise from any of your activities in the Meeting House. The Hirer 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 and volunteers) and damage to the Meeting House or to the property of others.

10 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.

11 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.** Written details of the aims or policies of new groups or individuals wishing to hold meetings in Friargate Quaker Meeting House are normally requested before an initial booking can be confirmed. 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 these 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 at Friargate Quaker Meeting House

If you have hired the kitchen you are responsible for leaving it as you found it - please note you will not have exclusive use and may be sharing it with another group or groups, as well as Friargate staff.

Once you have booked the shared use of the kitchen for your event we ask that you read these terms and sign, or print your name and job/role title as acceptance of the conditions of use, and return to Friargate by email or in person.

To ensure that all groups hiring our kitchen operate hygienically and safely the following practices should be implemented:

1. A maximum of 3 members of your group and only those preparing food and drinks will have access at any one time
2. No children under 12, without adult supervision, are allowed in the kitchen
3. If you or any helper have had a cold, sickness, diarrhoea, or anything else that could cause infection to others through food, you/they must either get a Doctor's clearance before working in the kitchen, or if you/they have not seen a Doctor, you/they should have been well for at least two days before working in the kitchen.
4. No outdoor clothing to be worn whilst preparing food and drinks. No bags etc. to be placed on work surfaces.
5. Wash your/their hands, in the handwashing sink, before handling food.
6. All surfaces to be washed / wiped clean before and after use.
7. If you/they start a new task (after washing up, clearing tables, emptying rubbish, handling money) wash your hands again before handling food.
8. When cutting food, always use the chopping boards provided.
9. A clean apron must be worn before preparing and when serving food. This is to protect the food from contact with clothing, not vice-versa.
10. You are responsible for the freshness and hygienic quality of any foods served.
11. A waterproof coloured plaster, preferably blue, (available in the first aid box, or ask Friargate duty-staff), must be worn to cover any cut or open sore. This will be easily distinguishable should it come off into food.
12. Perishable food must be stored in the refrigerator when not in use.
13. We recommend labelling your food & drinks as we cannot accept responsibility if another building user mistakenly uses your supplies. No food to be left in the kitchen after the hire. Any food discovered will be destroyed.
14. Each time you use the kitchen a member of staff will go through the procedures for washing up and use of the steriliser – please note that this is not a dishwasher, all crockery and cutlery must be washed thoroughly and then put through the steriliser, before being put away.
15. You must make sure that anyone using the kitchen is suitably qualified or experienced in Health and Safety procedures.
16. All accidents must be reported to a member of Friargate staff who will record it in the Accident Book.
17. You will leave the kitchen as you would hope to find it – all washing up done, the steriliser emptied and everything put away where you found it
18. If setting up a drinks station / food in rooms please follow the same guidelines as above.

If you have not booked use of the kitchen you will not have access.

Signed:..... Date:.....

Name - printed:..... **Organisation:**

Date of booking:..... **Booking ref:**

February 2017

Please sign & return to Friargate Quaker Meeting House