

Harrogate Quaker Meeting

Terms and Conditions of Letting



Friends Meeting House

12a Queen Parade

Harrogate

North Yorkshire

HG1 5PP

Office: 01423 563391

Mobile: 07840301630

hg.quaker.warden@gmail.com

We see our premises as a valuable asset to be used for the benefit of the local community. We hope that you will find Harrogate Friends Meeting House a pleasant and friendly place in which to meet.

The following rooms are available for letting from 9.00am to 10.00pm, Monday to Friday.

Meeting Room (to front of building) holds up to 100 people, charged at £18/hr.



Friends Hall (to rear of building adjacent to the kitchen) holds up to 100 people, charged at £18/hr.



Committee Room (upstairs) holds up to 15 people, charged at £7.50/hr.



Kitchen and Reception Area Use of these areas should be agreed at the time of booking. There is no charge for the use of the kitchen, which includes use of hot water, crockery and cutlery, kettles, teapots, tea towels etc. Please make sure you adhere to the safety procedures, wash up thoroughly, leave the kitchen clean and tidy, and use the electric fan to clear any steam.

Shared use of kitchen The kitchen may have to be shared with a group using one of the other rooms. Please be considerate to others.

Wireless Internet Access There is wireless internet access in the Meeting House. Please contact the warden for the access codes if you want to make use of it.

Note Charges are reviewed annually and apply for the period 1st September to 31st August. Users are advised in advance of any increase.

Preparation and clearing up The time booked includes setting up and clearing away by the user. Each group is responsible for arranging the room as it wishes. Tables and extra chairs are stacked in the cupboard in the Friends Hall and are to be put back after use. Please leave all rooms as you find them (including sweeping the floor with the kitchen broom or dustpan and brush if necessary).

Accessibility Only the Committee Room is inaccessible to wheelchair users. Wheelchair access is from the back of the building, but via the front doors. Toilet facilities are available for disabled people, and an induction loop is installed in the Meeting Room.

Parking There is limited parking for users at the rear of the building on a first-come-first-served basis. We cannot accept responsibility for loss or damage to vehicles or their contents.

Limited storage facilities are available at the Meeting House, use of which can be discussed at the time of booking. We cannot be held responsible for loss or damage to personal property. A Lost Property Box is in the front lobby.

Personal Possessions When using the building please do not leave valuables unattended. We cannot be held responsible for theft or damage of any users' property.

Smoking, alcohol and games of chance are not allowed.

Music and Dancing We do not hold a Public Indoor Entertainment Licence. Please inform us of any musical entertainment that you intend to provide, so that we may check whether or not it breaches our conditions. Users should ensure that where they charge a fee, they must have paid any appropriate fees due for music they use e.g. Copyright or Performing Rights.

NB The letting of the Meeting House to a group or organisation does not indicate endorsement of the aims and objectives of that group or organisation.

General use Please respect the needs of local residents and other users of the building by entering and leaving quietly. We reserve the right to cancel a booking in the event of excessive noise or rowdiness. Children should be supervised at all times, and young children are not allowed in the kitchen. Users should not occupy areas not booked. Please do not stick anything on the walls without consent. Users are advised that they are responsible for the conduct of people admitted. Users should leave promptly at the end of their booking to avoid inconvenience to others.

Advertising On advertising materials, please use the address only and not the title “Religious Society of Friends (Quakers)”. We are pleased to display suitable notices about activities, which should be placed in the blue tray in the reception area and not affixed to boards.

Fire exits are marked and fire instructions are on display in the kitchen, hall and reception areas.

It is a Health and Safety requirement that users know of the assembly procedure and the location of the emergency exits, and check that that these are not blocked.

Group leaders (‘responsible person’) are responsible for passing on this information and for the health and safety of their group. It is good practice to keep a register of attendance, which can be checked in the case of evacuation. Group leaders should also ensure that the double doors at the front of the building are both unbolted if they are responsible for a large group, and re-secured afterwards.

Safety First Aid Boxes can be found in the kitchen and the Committee Room. Please enter any accident details in the accident book in the kitchen, and notify the Warden within 24 hours. For serious incidents, including hospitalisation, the Warden must be contacted immediately. Personal safety is the responsibility of group leaders using our premises. Group Leaders should have access to a mobile phone in case of emergencies.

Insurance It is the user’s responsibility to ensure that they are appropriately insured against liabilities arising from their occupation of the premises. It is the responsibility of the organiser of children’s activities, or activities for other vulnerable people, to check whether Criminal Records Bureau clearance is necessary. Users must pay for all costs of damage to the building and its contents arising from their activities.

Bookings Regular users should ensure that bookings are renewed well in advance and not assume automatic renewal. The Meeting reserves the right to decline any booking without giving a reason. Bookings should be made in writing or by email, and booking periods adhered to. Please note that you will be charged if your booking overruns. Two weeks notice should be given of cancellations, otherwise users may be charged in full for the booking/s.

Payment Invoices will be issued monthly, and payment is requested within two weeks of receipt of invoice. We reserve the right to ask for payment in advance especially in the case of single bookings. Payment may be made in cash or by cheque (made payable to Harrogate Quaker Meeting) and sent to the Warden at the above address. Late payment may invoke a penalty charge.

Please note as a place of worship, the Meeting House may be required at short notice for funerals and memorial meetings. We therefore reserve the right to cancel a booking in such circumstances, but will give as much notice as possible. In practice this rarely happens. Rooms may occasionally have to be changed, for example to allow work to be carried out. This will be discussed with the user.

Quakers are active within the community locally, nationally and internationally. Many people who admire this work are not aware of the religious conviction underpinning it. Quakers believe that 'there is that of God' in everyone, most taking the view that life is a continuing spiritual journey.

Our Meetings for Worship are on Sundays at 10.30am and are held in quiet stillness in which those who are moved to speak can do so. A children's group meets during term time.

If you would like to know more about the Religious Society of Friends (Quakers), you are welcome to take any of the leaflets in the reception area, or to browse in the library. Do not hesitate to ask if you would like further information.

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