

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

1 Our contact details. Address: Quaker Meeting House, Friargate, York ,YO1 9RL. Telephone: (01904) 624065. Email: york.friargate.quakers@googlemail.com. Manager: Chris Edwards, Assistant: Jacqui Sleven. They will be pleased to take your booking and discuss details and arrangements.

2 Bookings and payment. Times booked must include time needed to set up and clear before and after meetings. Invoices will normally be issued on the day of your meeting, they should be settled on the day or within 30 days. You should confirm provisional bookings in writing within ten days. We reserve the right to ask for a deposit for bookings of over £100. We also reserve the right to refuse bookings or to cancel them due to circumstances beyond our control.

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%.

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. It should also be clear that your meeting is not held under the auspices of the Religious Society of Friends (Quakers).

5 Kitchen facilities. You are responsible for leaving the kitchen as you found it.

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. Please do not fix anything to the walls with drawing pins, paste, Blutak, or other means; please ask for advice. Note that the Meeting House closes at 21.45, so please ensure that your meeting does not run late.

7 Please note that:

- If there are children at your meeting, you are responsible for looking after them.
- We do not allow gambling on the premises, nor the storage or use of alcohol or illegal drugs.

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, or left open. Please also inform your participants at your first meeting, and periodically thereafter, of these procedures. If you so wish the staff can arrange a fire drill for your group.

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.

10 Damage. Please tell us if your group has caused any damage. We may ask you to pay for any necessary cleaning or repairs above normal wear and tear.