

Conditions of Use and Information for Users of Brentford & Isleworth Quaker Meeting House

Contact details:

Address:

Brentford and Isleworth Quaker Meeting House,
Quakers Lane, London Road, Isleworth, TW7 5AU

Website:

www.brentfordandisleworthquakers.org.uk

Enquiries:

Please direct enquiries to our Resident Friend, either by telephone:

020 3774 4142 or 07421 767062

Or email:

resident.friend@brentfordandisleworthquakers.org.uk

Payment:

1) Payment is required 48 hours in advance of a booking, by cheque, cash or bank transfer. Cheques should be made out to ***Brentford & Isleworth Quaker Meeting***.

Please discuss any other arrangement with our Resident Friend.

2) Charges are for specified times and for specified parts of the building. Hirers undertake to confine their occupancy to the space and times agreed. A booking needs to include time for setting up and clearing away afterwards. The Meeting reserves the right to make additional charges for the use of the facilities for times not agreed in advance.

3) The costs for hiring the Meeting House and grounds are listed below:

Large Meeting Room: £30 per hour

Small Meeting Room: £12 per hour

Upstairs Library Room: £9 per hour

Garden Room: £10 per hour

Hirers of rooms within the Meeting House are welcome to use its kitchen facilities for making tea or coffee, although there may be an additional charge if using it to prepare more than light refreshments. Hirers of the Garden Room are welcome to use the kitchen unit within the room itself.

All hirers may use certain parts of the garden, however the allotments and the burial ground are not normally part of a let. If you wish to use either of these areas, please discuss this with our Resident Friend.

The entire Meeting House can be hired at £50 per hour. This includes use of the kitchen area for preparing a meal.

There is a 20% discount for bookings of five or more hours.

For Children's Parties we offer a special rate of £75 for three hours, inclusive of the Large Meeting Room, kitchen and gated part of the garden.

We generally house children's parties up to the age of eight. We very much welcome children and young people to the space, but ask that hirers ensure their adult : child ratio will provide adequate supervision at all times. Please ensure the kitchen gate is always kept locked; children must not enter the kitchen at any time due to potential hazards.

Conditions of use:

4) The Meeting reserves the right to refuse the use of the building to any person or group at any time.

The Resident Friend and any appointed member of the Meeting have right of entry to the premises at all times.

5) Persons or groups using the building may not publicly advertise a charge for admission (if the hirer wishes to, they must first seek permission from our Resident Friend).

6) Hirers are asked to ensure that all publicity relating to activities in the building refers to the venue as the Brentford & Isleworth Quaker Meeting House.

Hirers must provide their own address for correspondence, rather than the Meeting House.

7) The premises must be used by the hirer only for the purposes agreed with the Resident Friend and stated in previous correspondence.

8) The hirer must ensure that good order is kept in the premises during the hire period and that no nuisance is caused to other users of the premises.

9) No smoking, vaping (electronic cigarettes), alcohol or gambling (including raffles) is permitted anywhere in the Meeting House buildings or grounds.

10) All doorways and passageways must be kept free of obstructions at all times.

11) Please do not attach anything to any walls. If you wish to display material, please consult with our Resident Friend.

12) The building is not licensed for public entertainment or film screenings. Hirers may show films privately to their own members, but no charge or public advertisement may

be made.

13) Any electrical appliances (e.g. computer, projector) brought onto the premises must be safe for use, without requiring adaptors. If you will be using your own appliances please consult with our Resident Friend.

14) Hirers must take the appropriate measures, (such as risk assessments), to protect against any risk or hazard that external/hired equipment or entertainment brought onto the premises could cause.

Any such risks or hazards must be discussed with our resident friend in advance of the event taking place, to ensure appropriate measures will be fully implemented.

Brentford & Isleworth Quakers reserve the right to refuse access for potentially hazardous equipment or entertainment, and cannot be held responsible for any incidents or accidents that result from external/hired equipment or entertainment being brought and used onsite. Such equipment/entertainment is brought and used entirely at the hirer's risk.

15) Please discuss hospitality requirements with our Resident Friend. We have tables, chairs, crockery, cutlery and cleaning materials, which are available for hirers to use. Most of these resources can be found in cupboards or drawers marked with a 'Q'. Items in any other cupboards are not for hirers' use.

16) The Meeting House benches are heavy. They are not to be removed outside of the building, but may be repositioned within the room by sliding across the floor.

17) Please leave the rooms clean and tidy at the end of a booking, with the furniture as it was first found. Turn off all lights and any extra heaters used. We ask that hirers provide their own bin bags and remove all rubbish. Cleaning materials can be found either in a carry tray marked 'Quakers' or in the right hand lower cupboard in the kitchen area (brooms, mops, dustpans etc). Please ask the Resident Friend if unsure about locating these resources.

Insurance:

18) Whilst Brentford & Isleworth Quaker Meeting House has public liability insurance this does not cover any accident which might arise from activities conducted by hirers of the building. Hirers are therefore required to arrange their own insurance.

19) Brentford & Isleworth Quaker Meeting House is not insured against loss or theft. All property is brought into the building or grounds at the hirer's/owner's risk. Hirers are asked to bear in mind that they may not be the only people on the premises and also remember that the Meeting House is situated along a public lane. They should take vigilant responsibility for securing themselves and their belongings, particularly if they are spending time in the garden.

Whilst using the building, hirers should keep the front door bolted.

We strongly advise keeping the Quakers Lane gate shut once the group have arrived.

20) Members of the public who are not part of any group hiring the building must not be permitted access onto the premises. If there is a problem, please contact the Resident Friend.

Health and Safety:

In an emergency the following people may be contacted:

Resident Friend: 020 3774 4142 or mobile: 07421 767062
Stephen O'Reilly: 07881 691779
Bessie White: 020 8560 5887 or mobile: 07812 833635
Carol Sargent: 07876 151792
Bernadette O'Shea: 07743 715950

Fire Safety

21) All hirers are expected to familiarise themselves with the evacuation procedure issued with this document and displayed throughout the building.

22) When evacuating the building in case of fire, turn left out of the main gate, walk along Quakers Lane, and gather at the designated assembly point beyond the Meeting House garden wall on the lefthand side. The emergency services should be called immediately upon evacuation, and then the Resident Friend.

Do not attempt to leave by car or the arrival of the Fire Service may be blocked.

23) A nominated person should liaise with the Fire Service when they arrive, to confirm the nature and location of the fire and whether or not everyone has safely evacuated the building.

24) We suggest hirers keep the front door, kitchen door and the Small Meeting Room doors shut to prevent intruders, but familiarise themselves with the keys to these doors, the whereabouts of these emergency exits and their corresponding escape routes, should they be needed.

25) Self closing fire doors must not be obstructed or held open.

26) Fire escape routes must be kept clear at all times.

27) Fire extinguishers are situated in the main entrance hall, kitchen (fire blanket), the Small Meeting Room and the Garden Room.

28) The use of bottled gas for a barbecue is not allowed.

First Aid

29) First Aid materials are available in the top cupboard in the kitchen area. All accidents should be recorded in the Accidents Book located next to the First Aid kit, and must be reported to our Resident Friend.

Summary for Users:

- 1) Group leaders are asked to ensure that members of their group each have a copy of these notes.
- 2) Please leave the room as you found it.
- 3) Please leave all parts of the building tidy, especially if you have had refreshments. Check all surfaces, floors and sinks are clean.
- 4) Please supply your own bin bags and take all your own rubbish away.
- 5) For Lost Property contact the Resident Friend. Unfortunately it cannot be retained indefinitely.
- 6) Bicycles may be left outside. We suggest you keep them locked and out of sight of the main gate, on the garden side of the building.
- 7) If you discover a fault with equipment or facilities that presents a safety hazard, please notify the Resident Friend immediately. Do not put yourself at risk. Any minor problems or concerns should also be reported to the Resident Friend as soon as possible.
- 8) Damage caused to the building or any of its contents by the hirer or their guests is the responsibility of the hirer and will have to be paid for. This may include extra cleaning if the rooms are not left in a clean and tidy state.

I, (hirer's name)

on behalf of (name of group)

agree to all the above.

..... (signature of hirer)

..... (date)