



Westminster Quaker Meeting House

An oasis of calm in central London

Westminster Quakers, 8 Hop Gardens, London WC2N 4EH

roomhire@westminsterquakers.org.uk

Tel: 0207 836 7204

Terms and Conditions for short-term or occasional room hire

Westminster Quakers are pleased to welcome hirers to our Meeting House. We use hiring income to help cover the maintenance costs of this and other Quaker Meeting Houses in London. The building is primarily used a place of worship, and we hope that hirers will follow the detailed conditions set out below that are intended to keep everyone safe and to make it a happy place for all using it.

Bookings: Hirers agree to the terms and conditions of hire set out below on completion of the Booking Form. The same terms and conditions will apply to any subsequent bookings agreed verbally, in writing, or electronically, with a Westminster Quakers representative. On signing, hirers will be issued with an invoice that confirms the booking, and payment is due by the date shown on the invoice. Lack of payment by the due date will mean the availability of the room cannot be guaranteed.

Payment: Invoices are payable in full, by the date shown. Dates cannot be guaranteed if payment is delayed. In some cases, it may be possible to agree two instalments.

Cancellations Policy: The following cancellation charges apply to hirers:

More than 8 weeks ahead of the booking No charge

Between 8 and 2 weeks ahead of the booking 50% of hire charge

Less than 2 weeks ahead of the booking 100% of hire charge

Cancellation by Westminster Meeting House: In exceptional circumstances, e.g. funerals, Westminster Meeting House reserves the right to move a hirer to a different location within the building or to cancel that particular booking. In the event of such a cancellation, as much notice as possible will be given, and a full refund for that session will be made.

Restrictions: A booking may be refused if:

- The aims or policies of the organisation or individual wishing to hire are in serious conflict with Quaker values
- Violence or the encouragement of violence may reasonably be anticipated
- Invited speakers may reasonably be expected to attract significant controversy.
- Contravention of fire or health and safety regulations may reasonably be anticipated
- A hirer breaches the Terms and Conditions of Room Hire, or a breach of the Terms and Conditions may reasonably be anticipated

Westminster Meeting House reserves the right to access all parts of the building at all times if necessary, but of course would make every effort to minimise disturbance to you and your activities.

The Hirer shall not use the room for a purpose other than that agreed.

Health and Safety: The hirer, or their named representative, must be on site for the whole duration of each booking, and is responsible for adherence to the terms and conditions of hire, and for the safety of persons taking part in the hirer's activities, in particular the safe evacuation of the building in the case of the fire alarm sounding. Before the first hire session, the hirer will be briefed on emergency evacuation procedures. Maximum

room occupancy must not be exceeded. Corridors and emergency evacuation routes must never be obstructed. If a medical emergency or an incident involving personal injury occurs, the hirer should report this to a Westminster representative. If this is not possible, an Accident Form must be completed (to be found on the wall as you enter the kitchen), and a Westminster Quakers representative notified.

Damage: Any damage caused to the fabric or furniture of the building, by users of the Meeting House attending the hirer's event, and any breakages, must be paid for in full. The hirer is responsible for covering the cost of exceptional cleaning required, if any hired space is not left as it was found.

Insurance: It is the hirer's responsibility to have adequate insurance in place for any liabilities (including accidents, injuries and damages) that may occur as a result of the hirer's activities/negligence or the activities/negligence of your visitors whilst at the Meeting House. All items brought into / left on the premises are at your own risk. No liability can be accepted for hirers' or other visitors' property. The Meeting House is covered for Public Liability, for the owner's responsibilities.

Licensing and statutory compliance: It is the hirer's responsibility to ensure that activities comply fully with current legislation, including securing appropriate licences if necessary. This includes, but is not limited to, requirements for events licences, music licences, and professional licences.

Entertainment: The premises are not licensed for 'regulated entertainment' (as defined by the Licensing Act 2003). The hirer must obtain any and all necessary licences for your activity at these premises (e.g. Temporary Events Notices), and proof must be shown to the Premises Coordinator before the date of the event.

Music Copyright Licensing: The Meeting House and all activities in it are licensed under PRS (Performing Rights Society - www.prsformusic.co.uk). We also have a PPL licence (Phonographic Performance Limited - www.ppluk.com) but this has limited cover for hirers. If you are a business, or charity with significant outgoings, you must obtain your own PPL licence to play recorded music that is in copyright.

TV: There is no TV licence at this address. You are not authorised to watch live TV, or BBC iPlayer, on the premises, including via the internet.

Safeguarding: Hirers working with children or vulnerable people on the premises, are responsible for ensuring provision of care, supervision and safeguarding, in accordance with current legislation.

Mail: 8 Hop Gardens must not be used by hirers as a mailing address, or a business address, or as a registered address of any sort. Any mail addressed to hirers will be returned to sender.

Filming: prior written permission from the Premises Coordinator must be obtained before filming in the building.

Hire timings: The premises are open from 8am and closed by 10pm. The times specified on the invoice include the time required by the hirers for setting up and clearing up, and returning the room to its original order. The premises are closed on Bank Holidays.

Furniture: The hirer may arrange furniture as desired, Additional chairs and folding tables are available by arrangement. The hirer must return the room to its original order before leaving.

Kitchen: Hirers are welcome to make use of the shared kitchen, bearing in mind that other people will also be using the space. Hirers are responsible for loading dirty dishes into the dishwasher, leaving surfaces clear, and leaving the kitchen clean and tidy. Any breakages incurred by hirers must be reported to the Premises Coordinator, and paid for.

Maintenance: Reasonable cleanliness and care of the premises, furniture and other items belonging to the Meeting House is expected. The Hirer shall not display, fix or attach to the Premises any decoration, advertisement, flag, banner, placard, poster, sign, notice or other article without prior approval.

Portable Appliance Testing: Hirers bringing electrical equipment into the building should ensure it is maintained and in safe working order.

Animals: Hirers should not allow animals into the building, except support dogs.

Alcohol: Hirers should not allow alcohol to be brought into the building.

Gambling: Hirers should not allow gambling in the building.

Smoking: Hirers should not allow smoking or vaping in any part of the building.

Bicycles and e-scooters: Bicycles must not be brought into any part of the building, except folded bicycles. These folded bicycles must be kept in a safe place, away from hallways and emergency evacuation routes. E-scooters or e-bicycles must not be brought into the building at all.

Subject to change: All hire policies, charges, terms and conditions are reviewed periodically and are subject to change.