



# Westminster Quaker Meeting House

## An oasis of calm in central London

Westminster Quakers, 8 Hop Gardens, London WC2N 4EH

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Tel: 0207 836 7204

### Terms and Conditions of Room Hire for regular room hirers.

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.

**Hirers:** Hirers agree to the conditions set out below, on completion of a Room Hire Agreement. Once it is signed, an invoice is issued for an initial period, and for a security deposit and an administration fee (see below), and this procedure confirms the start date. Payment must be made by the due date on the invoice.

**Administration fee:** A non-refundable set-up fee of £50 is due on signing the Room Hire Agreement. This secures the room booking, and will be deducted from the first quarterly invoice.

**Payments:** Payment for each quarter (i.e. 3-month period, e.g. January-March) is payable in advance, by the due date on the quarterly invoice. Lack of payment by the due date may invalidate the Agreement.

**Security Deposit:** In addition, a security deposit of 3 months payment will be required before the first session takes place, unless otherwise agreed. This deposit may be used to cover the cost of any damage, or any hire payments due.

**Key use and deposit:** If an electronic fob key is issued, a returnable deposit of £50 is payable. Access to the building is only permitted during the agreed hire times. If an internal door key is required, a returnable deposit of £25 is chargeable. Keys must be signed for and not passed on to another individual without the permission of the Premises Coordinator.

**Cancellations Policy:** This is an ongoing agreement for regular room hire, with a period of two calendar months' notice required on either side, irrespective of when invoices are issued and payments made. No refund will be made for the cancellation of individual sessions by the hirer.

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:** Room hire may be refused if:

- The aims and policies of the organisation or individual 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 breach of the Terms and Conditions may be reasonably anticipated

We reserve 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 incident involving personal injury occurs, the hirer is to report this to a Westminster Quakers representative. If this is not possible, an Accident Form must be completed and submitted: forms can be found in the kitchen on the wall near the door.

**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 the hirer's 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](http://www.prsformusic.co.uk)). We also have a PPL licence (Phonographic Performance Limited - [www.ppluk.com](http://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. Hirers are not authorised to watch live TV 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.

**Hire timings:** The premises are open from 7am and closed by 10pm. The times specified on the invoice include the time required by the hirer for setting up and clearing up, and returning the room to its original order. The premises are closed on Bank Holidays.

**Subletting:** The Hirer shall not assign, transfer, sublet, share, or otherwise permit any third party to use or occupy the Meeting House (or any part thereof) without the prior written consent of the Premises Coordinator, or other authorised representative of the Meeting House. Any unauthorised assignment, transfer, or third-party use shall constitute a material breach of this Agreement and may result in the immediate termination of the booking, refusal of access to the Meeting House, and the retention of any deposit and/or charges incurred, where permitted by law and in accordance with this Agreement.

**Furniture:** The hirer may arrange furniture as desired, as long as it does not block fire exits, 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 must be kept in a safe place, away from hallways and emergency evacuation routes. E-scooters and e-

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