



## Terms and Conditions of Room Hire 2018

**BOOKINGS** are made through the Meeting House Office via the Manager – Deborah Arrowsmith or Assistant Manager- Jacqui Mansfield. A **booking confirmation form** will be sent via email detailing dates, times and location of bookings, total sum payable, payment terms agreed and any deposit required in advance. The client needs to reply accepting the terms before any booking is entered in the diary. Once booking is confirmed, **an invoice** will be sent out one month prior to the commencement of booking.

**PAYMENTS:** Full payment for the booking must be received on or before the start date of the booking unless alternative payments have been agreed. Ways to pay (by BACS, or Cheque ) appear on all invoices.

**CANCELLATIONS:** As we are a place of worship, the Manager, acting on behalf of the Meeting, reserves the right to cancel any room booking in the **rare** event of a Quaker Memorial Meeting or funeral needing to be held requiring access to those rooms. As much notice as possible will be given to the hirer in these circumstances and help given with alternative arrangements.

A hiring agreement may also be cancelled if payments are not made in due time or if the Hirer consistently fails to leave the rooms in a tidy and clean state. Extra charges may be levied in cases where extra cleaning is needed or if property or facilities are damaged.

**Cancellations by the hirer within 2 weeks of a booking will incur the full charge.**

**ROOM RATES** include lighting, heating and, the use of crockery and cutlery where applicable. Any breakage must be reported to the Manager who, may ask for some reimbursement. Please note that there is a *two hour minimum charge* rate for all room bookings.

Each room comes equipped with heat, light and wi-fi, a welcome box of useful 'stuff', flipcharts, paper and pens. Included in the charge, if required, are projectors, extension cables, & screens. The kitchen comes fully equipped. Drinking water is always available in the entrance hall. When there is no access to the kitchen, individuals requiring refreshments may use the refreshment trolley placed in the entrance hall for a welcome donation. Larger Groups or conferences may arrange refreshments via the office team for the day at a charge per head depending on requirements .

### Room Hire Rates - 2018

| <b>Ground floor</b>                           | Hourly rate (Two hour min charge) |
|---|-----------------------------------|
| Garden Room                                   | £23                               |
| Garden Room with kitchen (sole use)           | £26                               |
| Library                                       | £21                               |
| Kitchen (sole use)                            | £16                               |
| Meeting House                                 | £34                               |
| <b>First Floor</b>                            |                                   |
| Long Room                                     | £21                               |
| Short Room                                    | £13                               |
| Retreat Room– includes small kitchen and loo. | £16                               |

**Refreshment Charges.** We are committed to offering Fair trade Teas, coffees and biscuits. We do not cater for meals but local providers may be contacted to bring in meals or delegates are welcome to bring their own. Small groups or individuals may make use of the **Refreshment Trolley provided in the hall** for a donation. For groups over 10 people who require Teas, coffees and biscuits at break times charges as follows will be added to the invoice. A 10% discount on these charges is offered to charities and block bookers.

**Hot/ Cold Drinks only = a charge of £1.25 per delegate per break**

**Hot/ Cold Drinks and biscuits = a charge of £1.50 per delegate per break**

**A discount of 10% on the above charges is offered to registered Charities and for block bookings.**

## Oxford Quaker Meeting House. Terms and Conditions of Room Hire 2018– continued.

**ROOMS** must be left clean, tidy and ready for hiring. Hirers are asked to be mindful of others using the premises and to restrict any noise, especially when entering and leaving, to a minimum so as not to cause disturbance.

Hirers are advised to look after their own possessions and keep them within view. We will not be held liable for any losses to hirer's property. Lost property is collected, held for one month in the office and then disposed of.

**We are a no alcohol venue: Smoking, gambling and the consumption of alcohol are not allowed anywhere on the premises.**

The Office staff must be consulted before any open flame or candle is used on the premises.

Nothing may be pinned to wall unless on a notice-board.

**PUBLICITY.** Posters or leaflets for events may only be displayed in the entrance hall with permission from the Office staff. Posters for distribution for events held at the Meeting House must first be approved by Office Staff.

**GARDEN.** Hirers are welcome to enjoy the gardens while being mindful of others use of the premises at the time.

**CAR PARK.** Hirers, if necessary, may **only use 1 space** in the car park at the rear of the premises free of charge with permission. **A charge of £3.00 is made per session for additional parking spaces if available.** Cars must be removed promptly at the session end. Disabled parking is available on St Giles. Our car park is a long way from the front of the building but we will park disabled vehicles if required.

**ELECTRICAL EQUIPMENT.** No portable electrical equipment may be brought onto the premises unless by permission. Such items must have a valid PAT test- the hirer will be held liable for any injury caused by the operation of such equipment. No equipment is to be stored on the premises without permission. Any equipment that is stored (by agreement) is at the owner's risk.

**KITCHEN.** Hirers are encouraged to leave the kitchen clean and tidy for the next users.

All breakages must be reported to the office and paid for.

**FAIRTRADE AND RECYCLING.** Oxford Quaker Meeting is committed to the environment—working towards sustainability, by using fairly traded products whenever possible. We want to encourage Hirers to support this work and do the same. We aim to recycle as much waste material as possible. Look for recycling bins around the venue and ask the office staff for assistance if in doubt.

**ACCESS FOR ALL.** We have ramp access to 43, a fully accessible toilet in 43, level access to the Meeting House where there is also a fully accessible toilet. A hearing loop is available for the Meeting House and Garden Room. Prior reservation of a disabled parking space can be made via the office. See above.

**PUBLIC LIABILITY.** The premises are covered by Public Liability insurance. No responsibility can be accepted, however, for property left unattended, or for injury caused by users' negligence. Hirers are reminded that they should ensure that they have adequate insurance cover against any claims in respect of injury caused as a result of an activity for which the hirer is responsible. Any accident, injury or incident must be immediately reported to the office. In certain circumstances hirers may be asked to provide a risk assessment of their activities within the buildings or garden.

**FIRE.** All who use the premises are asked to make themselves aware of the information on the Fire Notices in each room, note the location of the fire extinguishers and First Aid Boxes and the postcode of **43 St Giles' OX1 3LW** in case of emergency calls. Group leaders are responsible for identifying the number in their group in the event of a fire.

**CONTACTS:** There is usually a member of the office team or volunteer Friend on duty (FOD) available. Contact information for staff– via telephone and email -can be found on the office door.