

## Terms and Conditions of Room Hire 2021

As a place of Worship, we are open to all. Our rooms are also available for hire to groups or individuals whose aims are broadly in sympathy with Quaker values– Peace, Simplicity (and sustainability), Equality and Truth.

**TO BOOK ROOMS**– by phone or email to- Manager -Deb Arrowsmith or Assistant Manager- Jacqui Mansfield.

1. **Email or call** to discuss your requirements.
2. We email a **Booking Estimate Form** showing dates, times, prices and rooms booked and any refreshments required.
3. **Confirm acceptance of these by replying– your booking is now entered in the diary.**
4. **Your invoice** will be sent out one month prior to the commencement of booking.
5. **All payments must be made before the booking start date** unless other arrangements are made.

**TO PAY FOR A BOOKING:**

1. Preferably please pay by BACS (Bank Transfer)– all details appear on your invoice.
2. **DO NOT PAY THE BOOKING ESTIMATE.**

**TO CANCEL A BOOKING:** You need to **give us 2 weeks notice or incur the full charge.**

As a place of worship, the Manager, on behalf of the Meeting, reserves the right to cancel any room booking in the **very 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.

We will cancel a hiring agreement 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.

**WHATS' INCLUDED WHEN I BOOK A ROOM?**

1. **Our charge starts from when you come to set up until when you leave having cleared up.**
2. **The charge** includes lighting, heating, extension leads, projector and TV screen and zoom equipment, wi-fi, flipcharts and paper. The kitchen are fully equipped with crockery and cutlery etc where applicable. Breakages must be reported and we may need to ask for some reimbursement.
3. **There is a two hour minimum charge rate for all room bookings.**
4. **A 10% discount is offered to Registered Charities or for block bookings.**
5. Facilities, floor plans, photographs and to find out more- (about our beautiful and peaceful gardens as well!)- [www.oxfordquakers.org](http://www.oxfordquakers.org)

**DO YOU ALLOW REFRESHMENTS? - YES ! WE WILL WHEN PERMITTED (AFTER 21JUNE?)!**

We offer Fair trade teas, coffees and biscuits for groups using the building on a self service basis in the garden room. Charges are: **Hot/ Cold Drinks only = a charge of £1.00 per cup per delegate**  
**Hot/ Cold Drinks and biscuits = a charge of £2.00 per cup per delegate.**

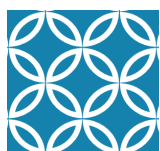
The charge for Group delegates requiring Teas, coffees and biscuits at break times will be added to their room booking invoice.

We don't provide meals but there are many local cafes and delis, and local caterers. Delegates are also welcome to bring packed lunches.

Using the kitchens/ catering? **You'll need our sheet on how to use the room and recycling/ waste removal.**

**THINGS YOU NEED TO KNOW!**

1. **We are a no alcohol—no gambling– no smoking venue.**
2. **We are covered by public liability Insurance but we cannot be held liable for any losses to hirer's property.** Lost property is collected, held for one month in the office and then recycled. Hirers must look after their own possessions and keep them within view.
3. **No open flames or candles** may be used on the premises.



## Room Hire Rates - 2021

Ground Floor	Per Hour rate	Max Capacity	Approx Dims
Garden Room	£24	25	4.5mx5m
Garden Room with kitchen (sole use)	£27	25	
Kitchen alone	£15		
Library	£22	20	4x6m
Meeting House	£36	100	7x10m
Garden- small group	£10	Up to 10	
Garden- Large Group	£22	Up to 30	
<b>First Floor</b>	See Covid measures page 3.		
Long Room	£22	20	7.3x4m
Short Room	£13.50	5	2.50x4m
Retreat Room- includes small kitchen and loo	Currently unavailable	6	2.5x3.5m
Top floor rooms.	Currently unavailable		

## LOTS OF OTHER STUFF!

(all this can also be found on the website- [www.oxfordquaker.org/room hire.](http://www.oxfordquaker.org/room%20hire))

**PUBLICITY. Want to put up posters?** with permission from the office staff. **Want to record an event?** must be agreed with the office staff in advance. **GARDEN.** Hirers are welcome to enjoy the gardens while being mindful of others use of the premises at the time. **TRAVEL.** We recommend using Park and Ride - City Centre parking is very limited. We are a short walk from the Bus Station (10mins) and train station (15 mins). Blue badge parking is available near by. **PROJECTION/ TV AND ZOOM EQUIPMENT** must be booked in advance. We supply screens and data projectors- **hirers must supply a laptop/ tablet and their own connecting leads.** See page 3 diagram. If in doubt call in advance of booking. **KITCHEN.** Hirers must leave all rooms including the kitchen clean and tidy for the next users. Any breakages must be reported to the office and paid for. **FAIRTRADE AND RECYCLING.** We work towards sustainability, use fairly traded products whenever possible. We encourage hirers to recycle as much waste material as possible- please use the right bins and **take away your excess rubbish.** **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. Blue badge parking is available near by. The ground floor is fully accessible. There is one flight of stairs to the first floor and two flights of stairs to the top floor. **PUBLIC LIABILITY.** The premises are covered by Public Liability insurance. No responsibility can be accepted for property left unattended, or injury caused by users' negligence. Hirers must have adequate insurance cover against any claims in respect of injury caused as a result of an activity for which the hirer is responsible. They must have done their own Risk Assessments for their activities on the premises. Accidents, injuries or incidents must be immediately reported to the office. **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.

**The Muster point is outside the building on St Giles.**

**Don't forget to read the last bit...**

## This is the last bit!...

Some final things to help you...

**PROJECTION EQUIPMENT: TO HELP YOU-** Here is a view of the back of our data projector showing the ports. If in doubt call in advance of booking.



Ports on our Epson projector:  
HDMI  
VGA  
RCA  
S-Video  
DFP  
DVI

**ZOOM EQUIPMENT.** In the garden room/ library and Meeting House we have large screen TVs and micro computers installed on mobile stands to enable group zoom meetings. Remember to bring your zoom account details and sign in to your account on our equipment. Contact the office team for more information.

**LOADING AND UNLOADING:** By prior arrangement, our small car park can be used to load and unload items. Ask the office team for directions to the car park at the rear of the buildings.

### Don't forget- Your support supports our work-

All our room hire income goes to support the quaker work we do. Find out more about this, including our local charity **OXFAP**— Oxford Friends Action on Poverty- helping relieve poverty in Oxford on our website [www.oxfordquakers.org](http://www.oxfordquakers.org)

### Covid Pandemic—ongoing measures.

May 2021 : We continue to keep social distancing measures in place until restrictions are lifted. This will limit the capacity of each room. We have wall mounted hand sanitizers in each room, encourage hand washing or sanitizing and ventilation of spaces between meetings, follow trace and trace guidance using our QR code and recording visitors to the buildings and gardens. Cleaning materials are available in rooms and additional cleaning is carried out according to usage of rooms. Thank you for your cooperation.

### “Its so peaceful and cooperative here”

We try to be a place of peace. We ask all who use the premises to be mindful of others, to restrict noise to a minimum, especially when entering and leaving, so as not to cause disturbance to others who may be in quiet meetings or therapy sessions. We ask all to respect the peace of the place and to leave the rooms as tidy as they find them.



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