



BATH QUAKER MEETING, York Street Bath, BA1 1NG

Room booking information and conditions

Process for bookings and information:

The Quaker Meeting House is managed on behalf of the Quakers by the Ethical Property Company. Please contact us if you have any queries or if you would like to book the Meeting House.

Tel: 01225 469555

Email: fmh@ethicalproperty.co.uk

Address: The Ethical Property Company, South Vaults, Green Park Station, Bath BA1 1JB.

You should contact the Lettings Officer, a week before your booking is due in order to arrange a time and day **(Monday to Friday in office hours only)** to visit the meeting house, exchange your £50 cash deposit, collect keys and have an induction.

Lettings policy

At the centre of our religious experience is a belief in the equality of all people and a respect for all creation. We are equal before God, irrespective of race, religion, class, gender, sexual orientation, physical or mental activity. We will refuse bookings from any group or individual whose words or actions diminish the dignity of any person or group of people. The final arbiter in making such a decision will be Bath Quaker Meeting.

Booking procedure

Potential hirers should initially make contact with the Lettings Officer who will ask for details of the aims and purposes of those seeking to book for the first time in accordance with our lettings policy. The Lettings Officer can then arrange a visit if required, check room availability, agree charges and provide the booking form.

All bookings must be confirmed within ten days by returning a completed booking form and payment or the booking dates will become free again. Payment can either be made by cheque made payable to West Wiltshire & East Somerset Area Meeting or by BACS, to sort code 16-58-10 / account no 03106400. **If you are paying by BACS, please attach proof of the BACS payment to the booking form.**

Regular users may negotiate with the Lettings Officer to make more flexible payment arrangements.

Key/Room Deposit

When you arrive for your booking, please bring a deposit of **£50 in cash** to give to the Lettings Officer. This will be returned to you at the end of your session, provided that:

- (a) you have returned the keys;
- (b) the Lettings Officer is satisfied you have cleaned the room and returned the furniture to the appropriate positions and
- (c) the Lettings Officer is satisfied that you and any persons authorised by you to use the room during the session have not caused any loss or damage to the premises or any equipment.

If the room is not left in the same state as you find it, or there is any loss or damage, the Lettings Officer will keep the full deposit for up to two weeks until the cost of cleaning/replacement/repair has been ascertained and will deduct that cost from the deposit.

If you do not return the keys within 48 hours of the end of your booking (unless previously agreed with the Lettings Officer) **you will forfeit your deposit.**

The Hirer and the Nominated Person

The Hirer means the person signing the application form and, in addition, any organisation for whom s/he is stated in such form to be acting. The liability under the hiring agreement of such person and such organisation shall be joint and several.



If the Hirer is not present, s/he must nominate a responsible person who must be thoroughly familiar with these conditions and with the procedures to be followed in case of emergency. No meeting can take place on the premises unless the Hirer or *Nominated Person* is present. The Hirer or Nominated Person shall ensure that these conditions are observed.

Use of the premises or the relevant part thereof and entry thereto is limited to the purposes and times stated on the application form and no sub-letting is permitted.

Charges

UPPER ROOM (Capacity 100)	Concessionary rate	Full rate
per hour	£20.00	£30.00
per day (8 hours)	£120.00	£180.00
half-day or evening (4 hours)	£60.00	£90.00
LOWER ROOM (Capacity 60)		
per hour	£10.00	£15.00
per day (8 hours)	£60.00	£90.00
half-day or evening (4 hours)	£30.00	£45.00

To encourage you to come again we give a 10% reduction for booking four or more sessions and a 20% reduction for making a regular weekly booking.

Please remember to include setting up/clearing away time within your booking.

If your booking exceeds the 4 or 8 hours, extra hours will be charged at the hourly rate.

Cancellations

Any confirmed booking which needs to be cancelled should be notified as soon as possible.

Less than one month's notice	50% charge
Less than one week's notice	Full hire charge

While every effort will be made to honour accepted bookings, we reserve the right to cancel any booking at any time. Advance notice would be given and full reimbursement of any sum paid would be made. If payment in advance has been agreed but has not occurred, then the booking will be cancelled.

Refreshments

A kitchen is available to groups using the upper room. There is a Quooker boiling water point, (hirers are shown how to use this at the induction and there are full instructions on the kitchen wall), crockery, tea spoons, and tea towels. Hirers will need to bring their own tea, coffee, etc. and should wash up and clear away before leaving.

Visual displays

The walls of the meeting house are not suitable for fixing up notices. However, hirers may use any moveable display boards that are clear of leaflets. A notice can be put up outside the building while an event is taking place by negotiation with the Lettings Officer.



Cleanliness

We expect the room to be left clean and tidy with furniture replaced as found, ready for the next user. A vacuum cleaner and cleaning products are provided in the west lobby cupboard to assist you with this. Should any damage occur then the Lettings Officer should be notified. Any extra cleaning or repairs made necessary by misuse of the facilities will be charged to the hirer, and may jeopardise your ability to book that space in future.

Any rubbish produced during the session **must** be removed by the hirer.

Emergency procedures

We ask the Hirer to read and to abide by our Emergency Procedures, which are displayed by the exit doors in the meeting rooms on the upper and lower floors. We ask the Hirer to make known the emergency procedures to the group.

Electrical Equipment

No electrical equipment may be brought onto the premises without the permission of the Lettings Officer, who will check that it has a current PAT (portable appliance testing) label or certification.

Sound System and Microphones

The sound amplification system in the upper room has a facility for connecting to a laptop and there is also a handheld & lapel microphone which can be provided on request. Hirers should notify the Lettings Officer if they wish to use either of these.

Lift

For hirers of the upper room a lift is available to use, which enables access from the pavement to the upper room (hirers are shown how to use this at the induction). Hirers must turn the lift off at the end of the booking and return the key to the hook in the East lobby.

Smoking and use of Alcohol

We do not allow smoking in the building. In view of our social concerns, we also forbid the use of alcohol or other intoxicants.

Television and radio recordings

Recordings or broadcasts may only be made with our permission.

Hall capacity

The upper room capacity of 100 and the lower room capacity of 60 must not be exceeded at any time.

Insurance

We cannot accept responsibility for any loss or damage to the property of those using the premises. Property should not be left behind in the meeting house, unless by prior arrangement.

We would advise any hirer to ensure that they have their own public liability cover to safeguard themselves against any claims resulting from the hirer's negligence that could be brought by a participant. The Hirer is responsible for obtaining Public Liability Insurance and any other relevant insurance.

The hirer agrees to bear the cost of any damage caused by their group to the premises or its contents.

The hirer agrees to accept full responsibility for and to indemnify Bath Quaker Meeting against all claims in respect of any accident, loss or damage (including personal injuries) either to property, or to the building, or to any person approaching, leaving or in the building (with or without the consent or knowledge of the hirer) in connection with the hirer's activity.

Right of entry

Bath Quaker Meeting & its appointed Lettings Officer, Ethical Property, reserves the right to enter any part of the building, and the right to refuse entry or continued admission to anyone. However, we will make every attempt not to disturb the hirer during booked events.