Blue Idol Quaker Meeting House

Oldhouse Lane, Coolham, West Sussex, RH13 8QP
Tel: 01403 740039

CONDITIONS OF HIRE

Please read carefully, then sign & return the fire safety disclaimer form and booking form to accept the conditions. Booking forms may be posted or scanned and sent by email.

Lettings Policy:
The Blue Idol Quaker Meeting House is managed by Quakers in West Weald Area Meeting (a Registered Charity). Our building is first and foremost a place of worship. As a religious community we bear witness to peace, equality (including social, racial and gender equality), integrity, truth, simplicity and sustaining the environment. We want our values to show through our actions. In our aim to serve the community, it is important that events and meetings which take place in our building should not be in conflict with our values and the public statements of Quakers in Britain. **We particularly welcome those which uphold our values and reserve the right to refuse or cancel any booking we feel might be in conflict with them.**

We are happy to share the use of our premises and it is our intention to provide a clean, warm, hazard-free, quiet and peaceful environment. We trust you will cooperate with us by ensuring that those in your group take reasonable care of the premises, respecting the privacy of those who live on site and not disturbing their peace. **It is your responsibility to ensure that the conditions of use are adhered to by all those using the building.**

Bookings:
All bookings are to be agreed in advance with the Resident Friends or their representative. One or more named individuals must accept responsibility for the hire on behalf of the group and must be present throughout the hire period. The Meeting reserves the right to cancel ongoing use by a group if conditions are not met.

Cancellation:
At least **seven days' notice** is required in writing (email) for any cancellation or change of dates. We will be happy to transfer payment to an alternative date or we can offer a refund. Cancellation within 7 days will not result in a refund, however we can offer to rearrange for an alternative date.

Premises:

The Meeting House premises for hire comprise the following:

- Meeting Room (including balcony)
- Tea Room
- WCs (including one wheelchair accessible WC)
- Barn
- Garden including gazebo (when it is up)

The Tea Room has a sink and electrical sockets for kettles and/or a hot water urn as well as crockery and cutlery for up to 30 people, but there are no facilities for heating food.

The door to the William Penn Flat lobby from the Meeting House is marked "PRIVATE" and is kept locked when the Meeting House is in use. This lobby is not included in the premises for hire.

The Welcome room premises for hire comprise the following:

- Small meeting room, with simple facilities to make hot drinks
- Disabled access WC
- Optional access to the barn (adjacent)
- Garden

Please Note: The main garden is open to the public at all times; any group hiring the premises does not therefore have exclusive use of the garden. There are two private residences attached to the Meeting House, both with clearly designated private garden areas. These private areas must be respected.

Capacity:
The capacity of the Meeting House is 50 people, this includes a maximum of 10 people on the balcony. These numbers are not to be exceeded in any circumstances and in the case of any event, include helpers. Any group infringing this may have their hire agreement terminated.

The capacity of the Welcome room is 8-10 people.

There is ample car parking space but hirers may wish to encourage car sharing to reduce the number of parked cars.

Hire Charges:
Hire charges are a contribution towards the cost of upkeep and are reviewed annually. A 20% discount is offered on all bookings of 4 hours or more.

The Meeting house premises: The current charge is £15 an hour, with a minimum letting period of 2 hours.

The Welcome room premises: The current charge is £10 an hour.

Both of the above together: The current charge is £20 an hour, with a minimum letting period of 2 hours.

Quakers using the premises for Quaker purposes may do so free of charge, subject to availability.

Availability of the premises:
The premises are not available for hire on: every Sunday mornings as Meeting for Worship takes place; Open Days on Wednesday mornings (March - October) and Open Days on the second Saturday of the month (April - October). Occasionally the premises will be needed for use by Blue Idol Friends for special meetings, and these will take preference over bookings by outside organisations. Due to the configuration of the William Penn flat and noise transference issues between the flat and the Meeting House, bookings for the Meeting House are not accepted after 6pm. Lettings to a group which would make a lot of noise are also inappropriate given that residents have their home and workplace on site.

Payments:
Payment is due when the booking is confirmed. For weekly bookings, payment should be made by the start of each month. This can be made by electronic transfer, cash or cheque (payable to Blue Idol Quaker Meeting). Invoices & receipts can be issued if required.

Security:
It is EXTREMELY important that all Hirers take responsibility for securing the building during & after use.

First Aid:
It is the supervisor's responsibility to ensure that adequate first aid cover is provided for their group. A basic first aid kit is available in the Tea Room.

Insurance:
Hirers MUST ensure they have the necessary insurances in force for all legal liabilities that could arise, including public liability, personal injury, death to third parties (including employees and volunteers) or damage to the Meeting House or to the property of others arising out of their occupation and activities while on the premises. The Resident Friends or their representatives maintain the right to check the existence of such insurance cover on request.

Safeguarding:
Hirers shall ensure that any activities for children, young people and adults comply with current safeguarding legislation and good practice. It is the Hirer's responsibility to ensure that any necessary DBS checks have been undertaken before the hire period commences. Children must be always supervised while on the premises, including the garden.

Breakages or damage:
Any breakages or damage to the premises should be reported to the Resident Friends or their representatives immediately following the hiring. In this event, the Blue Idol may have to make an appropriate charge.

Drugs, smoking & alcohol:
The consumption of illegal drugs on the premises is strictly prohibited. Smoking is not permitted inside or in close proximity to the buildings. If a Hirer wishes to serve alcohol at their event, they must apply to Horsham District Council for a Temporary Event Notice (TEN) at least 10 working days before the event is to be held.

Care of Substances Hazardous to Health (COSHH):
Under COSHH regulations (2002), it is the Blue Idol's responsibility to obtain safety data sheets from the manufacturers of any products used on the premises which could cause allergic or toxic reactions. Relevant safety data sheets are kept in a file under the sink in the Tea Room and any Hirer's attention will be drawn to its existence.

Data Protection notice:
Details of all Hirers will be held on a database for accounting, auditing and marketing purposes. The details will not be passed onto any third parties.

Acceptance:
You are required to sign the booking form confirming you have read & accept these conditions, as well as the accompanying Fire Safety Briefing Notes and disclaimer document.