**Booking form,** **including Hirers’ Terms & Conditions**

Lancaster Quaker Meeting House (LQMH)
Meeting House Lane

Lancaster

LA1 1TX lancasterquakers@gmail.com 01524 62971

|  |
| --- |
| **Organisation:**  |
| **Summary of event / activity**: **Event ‘name’ for notice board:**  |
| **Contact details for primary organiser “The Hirer”** |
| Full Name of Hirer | Postal address |
| Phone |
| Mobile  |
| Email  | **Website** |
| **Contact details for treasurer or person making payment, if different from above** |
| Full Name  | Postal address |
| Phone |
| Mobile  |
| Email  |
| Requested booking details - subject to email confirmation by LQMH |
| **Preferred room(s)**  | **Number of participants**, including hirer/trainer/speaker etc: |
| **Dates** |
| **Times** (including set-up & clear-down/from arrival to departure)**Start**: **Finish****Event times** | **Details/purpose of booking:** |
| Booking type (see next page for details): |  **A B C**  |
| How did you hear about our venue?  |
| **Terms and conditions declaration** |
| I have read the Terms and Conditions included in this document, and agree to adhere to them. I confirm that I have the authority to enter into this Agreement and approve payments for bookings made. I understand that my personal details will only be used for the administration of my bookings | Signed:  |
| Print name:  |
| Date: |

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Room Capacity and Hourly Charges Table from January 2024

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Max Capacity | Band A | Band B | Band C |
| Meeting Room | 100 | 16.20ph | £18.00ph | £12.00ph |
| Social Room | 45 | 11.70ph | £13.00ph | £9.50ph |
| Room 1 | 40 | 9.45ph | £10.50ph | £7.50ph |
| \*Room 5 (new) | 8 | 6.75ph | £7.50ph | £5.50ph |
| Room 3 | 40 | 9.45ph | £10.50ph | £7.50ph |
| Room 4 | 15 | 7.65ph | £8.50ph | £6.00ph |
| Porch Room | 8 | 6.75ph | £7.50ph | £5.50ph |
| Kitchen When used for more than making hot drinksSocial Room must also be booked at the same time | 5 | £6ph | £6ph | £6ph |

**Charge band A:**  10% discount for a series of 10 dates, paid in advance by monthly invoice, and for full day bookings of whole building.

**Charge band B:** All booking other than Band A and C

**Charge band C:** For an initial series of six bookings for emerging small organisations and sole traders

For equality of access, from 1 September 2024, there will no longer be special rates for any groups or individuals (including 12 Steps or Self-Help type groups, counsellors, etc); rooms will be charged at the current rates published in this table. We will no longer be able to hold rooms on a provisional basis for more than 48 hours. Bookings will not be confirmed without a fully completed booking form. Minimum hire period is one hour, with additional minimum periods of 15 minutes thereafter. If you are unclear which Band your booking will be charged at, please ask for clarification from the member of staff.

**Please see cancellation section in T&Cs for details of charges**

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| Room 5  | 8 | £7.65ph | £8.50ph | £6.00ph |
| Room 3 | 40 | £10.35ph | £11.50ph | £8.50ph |
| Room 4 | 15 | £8.55ph | £9.50ph | £6.50ph |
| Porch Room | 8 | £7.65ph | £8.50ph | £6.00ph |
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[Terms & Conditions continue on next 4 pages]

**Lancaster Quaker Meeting House (LQMH) - Terms and Conditions for room hire**

Lancaster Quaker Meeting House is managed by Quakers in Lancashire Central and North Area Meeting; our building is first and foremost a place of worship. As a religious community we bear witness to peace, equality, integrity, simplicity, and sustaining the environment and want our values to show through our actions. In our aim to serve the community, it is 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 reserve the right to refuse or cancel any booking we feel might be in conflict with our values and particularly welcome those which uphold them.

*Agreed at Local Business Meeting on 2nd April 2017*

**Room Hire and Data Protection Policy**: The Hirer agrees to comply with LQMH’s Room Hire Policy and LQMH agrees to adhere to the LQMH Data Protection Policy (both available from a Warden), and both parties agree to adhere to the terms and conditions below in particular.

**Uses of the premises**: LQMH and garden is home to the local Quaker Meeting, and one or more Resident Wardens. Some rooms are available to hire by individuals, groups, or small businesses on condition that their activities are not in conflict with Quaker principles and do not disturb other activities in the building. LQMH reserves the right to see evidence of a potential Hirer organisation’s aims and activities. Hirers and participants in their activities are welcome to visit the garden when the building is open. For group activities in the garden, please ask a Warden, it may be possible to hire the space in addition to room hire; the garden cannot be booked

on its own without a room booking.

**Hire timings:** The site is open 09:00 – 21:45 Monday to Friday, 09:30-16:00 Saturdays, 09:45 – 20:15 Sundays. Bookings are usually available from 09:000, except Sat from 09:30, and Sundays from 14:00 until close. The times booked must include time for setting up and clearing up, and leaving the room as it was. The premises are closed on all Bank Holidays, except for use by Quakers.

**Furniture and facilities**: Hirers are responsible for arranging furniture in their room as they wish but must leave the furniture in the room as they find it at the end of that session's hire; photographs can be provided, by email, on request in advance. Items can only be moved between rooms with the express permission of a Warden. Additional chairs, folding tables, and a flipchart stand may be available by arrangement in advance, at the time of making the booking. Care must be taken to avoid damage to furniture, fittings, other items, and the fabric of the building. Any damage must be paid for in full. No furniture should be moved from rooms into hallways, corridors, or other rooms – all hallways must be kept clear of all obstructions.

**Kitchen and kitchenette areas:** Hirers are welcome to make use of the shared kitchen/kitchenette facilities, including kettles, crockery etc. **Please do not leave any supplies of refreshments on the premises as storage space is limited**. Use of the main kitchen can only be guaranteed when the Social Room has been booked, and there may be additional charges, please ask at the time of booking. Hirers are responsible for their own washing up and putting away all items used in all refreshment areas, or for loading, operating and emptying the dish steriliser as appropriate; full instructions can be found on the noticeboard in the main kitchen. Surfaces are to be left clear, and the kitchen left clean and tidy, no dishes should ever be left to drain. Any breakages incurred by hirers must be reported to a Warden and replaced / paid for in full. Hirers are asked to be considerate towards other people using the kitchen/kitchenette areas at the same time. The kitchenette outside Rooms 3 and 4 is available for users of both rooms; please be aware that sound travels and noise must be kept to a minimum. No food or drink should be taken into either Room 3 or the Meeting Room, other than bottled water, to avoid damage to flooring and furniture and residual strong smells.

**Bookings:** Hirers must complete and sign a Booking Form when making their first booking of a series or on 1st September annually for bookings that meet every month of week without a break, or for each individual booking if not part of a series. This confirms the Hirer’s agreement to adhere to the terms and conditions set out on the Booking Form. The same Terms and Conditions will apply to any subsequent bookings, which must be made by email, and will be confirmed by us also by email - we cannot accept bookings over the phone or in person. Hirers will receive an emailed invoice, and payment is due by the date shown on the invoice. Lack of payment by the due date will mean the availability of the room is not guaranteed, and/or further bookings may be declined. For current charges ask a Warden for our Room Capacity and Charges Table or check the notice board in each room.

**Payment:** Invoices are payable in full, by the date shown. Payment is normally by bank transfer, to be cleared in the LQMH account by the due date. Our bank details are at the bottom of the invoices; to avoid payment being declined please use the full bank account name as on the invoice. If there is a problem with making a bank transfer, the hirer may ask to pay by cheque, which should be received by us at least 7 days before the

due date. Cash is not accepted.

**Cancellations Policy:** All cancellations must be made by email (or post) and be acknowledged by us. *Cancellation charges will normally be applied: 0% if cancellation is made up to & including 15 days prior to the date of the booking or first date of a series; 50% if cancellation is made between 14 days and 48 hours (inclusive) of the booking; 100% if made less than 48hours in advance of the booking. If the booking dates are altered rather than cancelled LQMH reserve the right to charge an administrative fee of up to £10 per change.*

Cancellation by LQMH:in exceptional circumstances, e.g. funerals and urgent building maintenance, Lancaster Quaker Meeting House reserves the right to move a Hirer to a different location within the building or to cancel that particular booking altogether. In the event of such a cancellation, as much notice as possible will be given,

and a full refund or credit note for that session will be made.

**Access to rooms:** LQMH reserves the right to access all parts of the building at all times if necessary, but would make every effort to minimise disturbance to the Hirer’s activities.

**Storage within the building:** LQMH has very limited storage space and reserves the right to ask hirers to clear any space they are currently using if needed by Quakers for their own use, and/or to make a charge for use of that space. A minimum of one month notice will be given of any changes to current storage facility use. If a new padlock is needed, please let the office staff know in advance, and supply LQMH with a key or new code. We reserve the right to access our cupboards at all times.

**Health and Safety: The building is not staffed at all times, therefore the health and safety of the hirer and participants is the responsibility of The Hirer or their named representative.**  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. The Hirer is required to be familiar with the emergency evacuation routes. Corridors and emergency evacuation routes must never be obstructed. If a medical emergency or an incident involving personal injury occurs, the Hirer is responsible for the safe management of the incident and should inform any duty staff on site, or via email if no staff are available at the time: email to lancasterquakers@gmail.com.

**Damage:** Any damage caused to the fabric or furniture of the building, and any breakages, must be paid for in full. The hirer will cover the cost if any exceptional cleaning is required. Please send details to lancasterquakers@gmail.com

 **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/participants. All items brought into/left on the premises are at your own risk. No liability can be accepted for Hirers’ or other visitors’ property by LQMH or its staff. LQMH is covered for Public Liability, for its own 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, music and professional licences. The premises are not licensed for ‘regulated entertainment’ (as defined by the Licensing Act 2003). You are not authorised to watch live TV on the premises, including via the internet; we do not hold PRS PPL Music License.

**Safeguarding:** Lancaster Local Quaker Meeting is part of Lancashire Central & North Area Meeting (the Area Meeting). Safeguarding at Lancaster Quaker Meeting House is governed by the Area Meeting’s Policies and Procedures on the Protection of Vulnerable Adults and For Safeguarding Children under 18 (two documents). Copies are available from the Area Meeting website.

Hirers and participants have a duty of care in carrying out their own activities, and also a duty of care for other users of the building and garden, including children and vulnerable adults who may be using other parts of the premises.

Hirers must assess their own risk. If anyone attending your session might present a risk to other users of the premises, please consult the Meeting House staff in advance, so that together you can assess any potential risk, and plan accordingly. Meeting House staff may seek advice from their Committee or Local Business Meeting, so please allow time for any period of advice and subsequent decisions that might need to be taken.

**Maintenance:** Reasonable care of the premises, furniture and other items belonging to the Meeting House is expected. Please do not move any furniture from one room to another without specific agreement and guidance from a member of staff; please ask at the time of booking. Notices may only be displayed by arrangement with a Warden. Do not use any form of adhesive tape or tack on any or the walls, floors, windows, or doors – any repairs for damage will be charged to the hirer.

**Animals:** Hirers must not allow animals into the building, except registered support dogs.

**Alcohol:** Hirers must not allow alcohol to be brought onto or consumed on the premises including the garden.

**Gambling:** Hirers must not allow gambling on the premises including the garden; this includes raffles, tombolas, any games of chance (please ask for guidance if in any doubt).

**Smoking and vaping:** Hirers must not allow smoking or vaping in any part of the building. Smokers and vapers are asked not to smoke near Meeting House or The Cottage doors or windows; please limit smoking to the designated area at the back of the carpark, near the bike racks, and use the bucket provided for all ash and ends.

**Bicycles and scooters:** Bicycles and scooters, including folding and electric bicycles/scooters, must not be brought into any part of the building. Bicycle racks are available at the side/back of the carpark.

**Pushchairs:** there is a strict **maximum** limit of four pushchairs and/or prams to be left in the inner foyer; pushchairs can be left in the outer lobby area, ideally folded. Pushchairs, and any other item, must never block the entrance, corridors, or emergency routes, both inside and out.

**Carparking:** there is a very limited number of carparking spaces, and we ask all users to only make use of a space if they are in real need; there is alternative parking in the surrounding streets, and we are next to the train station and a bus stop. The two Accessible spaces should only be used by blue badge holders; we cannot reserve spaces for any hirer, but we do ask that all hirers and their participants consider whether their need for a space is greater than that of another potential visitor to the building. The turning area at the back of the carpark must always be kept clear, and the Warden’s space is reserved for their personal use at all times. Please do not park in front of any gates, in the turning area, block any entrances/exits, or park in front of The Cottage garden – they must be kept clear at all times to allow full access. Anyone using the carpark must always be present in the building; we ask that visitors to the building do not allow anyone giving them a lift to park in the carpark and leave the premises. A separate carpark guidance document is available on request.

**Subject to change:** All hire policies, charges, and Terms & Conditions are reviewed annually, but are subject to change at other times as needed. New charges will be notified in advance, with a minimum of one month’s notice, and will usually be implemented for all bookings from the start of the following January; LQMH reserves the right to make changes at other intervals and times, as necessary. As much notice as possible will be given of any changes, with a minimum of one month and the aim of three months, whenever possible.