

RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)
CONDITIONS OF ROOM HIRE AT
IPSWICH QUAKER MEETING HOUSE

39 FONNEREAU ROAD, IPSWICH IP1 3JH
TELEPHONE 01473 257649
WWW.IPSWICHQUAKERS.ORG.UK

OUR MEETING HOUSE: Is firstly a place of Worship, please be respectful in the use of both the building and our peace garden.

Four rooms in the meeting house are available for hire for meetings, exhibitions and other gatherings Monday to Friday. Rooms may be hired on other days subject to availability and cover. A kitchen adjoins the Collinson room.

A BOOKING FORM (required for the hire of rooms) and further details are available from the Meeting house, (please contact us). For insurance purposes the form must be completed **BEFORE** the first occasion of hire of any of the rooms.

In the case of longer-term hires, a new form must be completed each year.

Rooms for hire Approximate capacity

Meeting hall 100 persons

Collinson room 80 persons

Library 20 persons

Quiet room 6/8 persons

Kitchen (light refreshments only)

Session times and charges:

Monday to Friday 9am-12pm, 1-4pm, 7-10pm.

CHARGES:

Meeting hall £31.00 (£13 per hour after or part thereof).

Collinson room £25.00 (£10 per hour after or part thereof).

Library £19.00 (£7 per hour after or part thereof).

Quiet room £10.00 (£4 per hour after or part thereof, min £5).

Kitchen £10.00 extra.

Urn £5 (see below)

Piano £5 (see below)

CONDITIONS OF HIRE and related information:

SESSION TIMES:

Monday to Friday: Morning: 9 am to 12 noon. Afternoon: 1 pm to 4 pm, evening 7pm to 10 pm. Saturdays, Sundays and bank holidays may also be available, by special arrangement.

Each session is for 3 hours **which includes setting up and clearing down time.**

Extension of a booking time is by arrangement and will incur an increase in fee.

The building is open from 9 am until 10 pm when the Meeting house closes for the night. Users are to vacate the premises by 10pm. **THESE TIMES MUST BE ADHERED TO.**

PAYMENT: must be made in advance or at the time of your booking. If an invoice is needed, before payment can be made, this must be stated when booking, and noted on the booking form. **Cheques should be made payable to Ipswich Quakers. (If cheques are returned by the bank any charges incurred will be payable by the hirer).** Our bank details for online payment are: **65563618, 08-92-99, Ipswich Quakers. Please quote invoice no. or date of room hire in the reference.**

CANCELLATION BY HIRER: If the hirer cancels the booking giving the warden at least 7 days' notice, no charge will be made, or a full refund will be given, in the case of an advance payment. If the hirer cancels the booking without giving the Warden 7 days' notice a cancellation fee of 50% of the hire fee will apply, whether the vacant slot is re-booked or not, will be charged.

URN. An urn can be hired at a cost of £5. this includes cups and saucers, but **NOT** tea, coffee etc which must be supplied by the hirer. The urn holds enough water for approximately 45 cups.

PIANO: Our piano may be hired at the rate of £5 per hour. Please contact the Warden if you require this as to availability.

HEATING AND LIGHTING: Are included in the hire fee.

HIRERS: are responsible for leaving the room in a clean and tidy condition.

Furniture must be put back into its original position. The cost of any damage or breakage must be paid for if this occurs during the time of your room hire. We may occasionally have to ask you to change to a different room from the one booked. In the event of this happening you will be charged at the rate for the room you are using.

CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS: The Quaker Meeting cannot be held responsible for unaccompanied children and vulnerable adults whilst on our premises. (This includes the garden.) Hirers are reminded that the Meeting house is in constant use by many groups with the doors open at all times. Hirers shall further ensure that activities for children, young people and vulnerable adults comply with the current child protection and vulnerable adults safeguarding requirements and legislation. **It is the responsibility of the hirer to ensure, before the hire commences, that the required checks have been carried out.**

Ipswich Quaker Meeting cannot be held responsible for hirers failure to comply with the required legislation.

NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES.

FOOD AND DRINK: Must be prepared only in the kitchen. It is the responsibility of the hirer to ensure that food is prepared and stored in accordance with current food safety standards. Care **MUST** be taken to prevent damage to furniture and floors. Preparing of drinks in other rooms is by arrangement only.

CAR PARKING: There is limited space at the front of the building, and cars must be parked in a tidy fashion with consideration of others using the meeting house. **Cars can only be parked for the duration of the time of hire and may not be left after that time.** Please refrain from blocking the exit. You may be asked to move your car (for example to accommodate blue badge parking). There is on street parking in Fonnereau Road (pay and display), and local council car parks in Charles Street and William Street, with access to the Meeting house via the back gate. (marked).

DISABLED ACCESS: There is ramped access at the side of the Meeting house, with access to toilets and kitchen. Disabled facilities are on this floor. Access to the Meeting hall is by portable ramp. There is a hearing loop system in the Meeting hall.

POSTERS AND ADVERTISING: Posters may be displayed after permission is gained. If meetings are advertised, the name and address of the sponsor should be given. **NO CORRESPONDENCE SHOULD BE SENT TO THE MEETING HOUSE.** Do not use sticky tape, pins or blue tack on our walls.

ACCIDENTS AND FIRST AID: Please report accidents to the warden for inclusion in the accident book (for insurance purposes). For minor injuries first aid boxes are located in the quiet room, library and the Kitchen. In the event of serious accident dial the emergency services on 999 and inform the warden.

FIRE: Please be aware of fire arrangements for the evacuation of the building. You are responsible for the welfare of your group and accounting for those present. Assembly points are the rear garden, and the front car park.

DISTURBANCE: Activities that disturb other users of the building are not permitted. If, after being informed this is the case and the disturbance continues, you will be asked to leave and any future bookings cancelled. Any pre-paid bookings will be refunded.

CANCELLATIONS:

The Premises Committee: retains the right to cancel a booking to accommodate any unforeseen needs of the Meeting, (Funerals etc.) also to alter the conditions of hire, fees or terminate a booking, or refuse a booking not deemed in the interest of the Quaker Meeting.

Cancellation: The premises committee reserve the right to cancel or refuse bookings.

THE TRUSTEES: Shall not be responsible for any injury to any person or item or vehicle parked in our car park. No responsibility is taken for any items stored by groups on our premises, these are stored at the risk of the group concerned.

IPSWICH QUAKER MEETING HOUSE – ROOM HIRE BOOKING FORM

Please print clearly.

FROM: (Organisation)

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Please state public liability cover..... policy no.....

Name of person responsible for payment:

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Address.....

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Contact number..... Mobile.....

Email.....

Is your activity likely to be noisy and disturb others? Y/N

Can we mention your group on our web page? Y/N

Bookings required:

DATE, DAY, TIMES, SESSION ROOM CHARGE:

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Session times and charges:

Monday to Friday 9am-12pm, 1-4pm, 7-10pm.

CHARGES:

Meeting hall £31.00 (£13 per hour after or part thereof).

Collinson room £25.00 (£10 per hour after or part thereof).

Library £19.00 (£7 per hour after or part thereof).

Quiet room £10.00 per hour (£4 per hour after or part thereof).

Payment must be made before the hire commences. Cheques payable to 'Ipswich Quakers'.

For insurance purposes please complete the following:

Purpose of room hire:

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Number of persons expected..... Paid staff.....Volunteers.....

Any additional details that we need to know? (Alternative contacts etc.)

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I wish to make the bookings shown above and confirm that I have been given and agree to the charges and the conditions on room hire as set out in the room hire conditions 4.2022, and that I have read them.

Signed.....

Date.....

Print name.....

Office Use only: Date..... File..... 4.2022