

**Conditions of Use and Information for Users of
Brentford & Isleworth Quaker Meeting House - October 2023**

1. Contact details:

Address:

Brentford and Isleworth Quaker Meeting House,
Quakers Lane, London Road, Isleworth, TW7 5AU

Please use this name and address in any publicity material for your event.

Website: www.bandiquakers.org.uk

Enquiries:

Contact one of our two Wardens, phone 07421 767062 or email: warden@bandiquakers.org.uk

2. Payment:

1) a. For single bookings, payment is required 48 hours in advance of a booking, preferably by bank transfer. Bank details: Lloyds Bank business account, Brentford and Isleworth Quaker Premises; sort code 309879; account number 51231968.

Cheques should be made out to ***Brentford & Isleworth Quaker Meeting***. Please quote the invoice number as your reference.

b. For a series of bookings an invoice will be issued monthly. Payment will be required within 7 days or by arrangement.

2) Charges are by the hour and are for specified times and for specified parts of the building only. A booking includes time for setting up and clearing away afterwards, not just the time of your class or event. The Meeting reserves the right to make additional charges for the use of the facilities for times not agreed in advance.

3) The costs per hour for hiring the Meeting House and grounds are listed below.

Large Meeting Room: £30. Minimum booking 2 hours.

Small Meeting Room: £15

Garden Room: £15 per hour

Entire Meeting House: £50 per hour. Minimum booking 2 hours.

There is a 20% discount for bookings of five or more hours.

All hirers of rooms within the Meeting House are welcome to use the kitchen for making tea or coffee and heating up food. There is a kettle in the Garden Room for hirers to use. Please provide your own cups. If you wish to prepare food from scratch, please discuss with our Warden(s).

All hirers may use certain parts of the garden depending on circumstances. Please discuss this with our Warden(s) when booking.

Children's Parties: We offer a special rate of £95 for three hours, inclusive of the Large Meeting Room, Small Meeting Room and kitchen. Access to the gardens is usually possible. No equipment may be used from the gazebos or sheds. Bookings are for parties for children aged 0 – 7 inclusive. Hirers are responsible for ensuring their adult: child ratio will provide adequate supervision at all times, particularly in the garden - see 3.12. Please leave this space tidy when you leave. Please bear in mind that the play equipment is designed for a day nursery i.e. for children up to age 5. The area and equipment in it are used at your own risk. Please leave the area tidy. Children should not be allowed to enter the kitchen area at any time due to potential hazards.

Access to the gated orchard is through the north door of the Small Meeting Room. There is an emergency exit route from that garden to the front of the building through the wall at the far north end.

Cancellation Policy: Payment should be made at least 48 hours in advance. Cancellation 24 hours or less before any booking may incur 10% cancellation fee.

3. Conditions of use:

1) The Meeting reserves the right to refuse the use of the building to any person or group at any time. All hirers should provide the name of an individual ("responsible person") who will be in charge of the booked event on the day(s). If you are hiring a room for the first time, you must provide written details about your group/organisation and its aims, policies and objectives e.g. a website, before any booking request can be considered. This does not apply for one-off children's parties.

Hire by any individual or group will not be accepted where the aims and policies of the organisation or individual hirer are in conflict with Quaker values.

The Warden(s) and any appointed member of the Meeting have right of entry to the premises at all times.

2) Persons or groups using the building may not publicly advertise a charge for admission (if the hirer wishes to, they must first seek permission from our Warden(s)).

3) Hirers are asked to ensure that all publicity relating to activities in the building refers to the venue as the Brentford & Isleworth Quaker Meeting House. Hirers must provide their own address for correspondence, and not the Meeting House.

4) The premises must be used by the hirer only for the purposes agreed with the Warden(s) and stated in previous correspondence.

5) The hirer must ensure that good order is kept in the premises during the hire period and that no nuisance is caused to other users of the premises.

6) No smoking, vaping (electronic cigarettes), alcohol, illegal drugs, or gambling (including raffles) is permitted anywhere in the Meeting House buildings.

7) All doorways and passageways must be kept free of obstructions at all times.

8) Please do not attach anything to any walls or wooden panels in the Large Meeting Room. If you wish to display material, please consult with our Warden(s).

9) The building is not licensed for public entertainment or film screenings. Hirers may show films privately to their own members, but no charge or public advertisement may be made.

10) Any electrical appliances (e.g. computer, projector, music equipment used with a lead) brought onto the premises must be safe for use, without requiring adaptors and should be PAT tested. The Meeting has a projector which may be used by agreement. There may be an extra charge for this.

11) Hirers should do their own risk assessment to keep their event safe. This should assess risks of covid infection and any risks or hazards from external/hired equipment or entertainment brought onto the premises. If you wish to use candles, please discuss safety arrangements in advance with the Warden(s). Candles must never be left unattended in an empty room.

Please discuss any plans for any potentially hazardous equipment or entertainment in advance with the Warden(s). Brentford & Isleworth Quakers reserve the right to refuse access for such equipment, and cannot be held responsible for any incidents or accidents that result from such items. Such equipment/entertainment is brought and used entirely at the hirer's risk. The use of bottled gas for a barbecue is not permitted. No bouncy castles.

12) Hires should have appropriate safeguarding in place, including an appropriate adult to child ratio to provide supervision in all areas where children's activities are occurring. - this is desirable for private events, and required for formal organisations, classes, etc. For organisations, a safeguarding policy should be available, which Brentford & Isleworth Quakers may ask to see. For parties involving children younger than 5, it is advised that all parents stay on site for the duration.

We recommend the following ratios, based on the ages of the children in attendance:

- Under 2s: 1 adult for every 3 children
- Age 2-3: 1 adult for every 4 children
- Age 3 and over: 1 qualified adult for every 13 children or 1 unqualified adult for every 8 children

It is the responsibility of the hirer to ensure that all necessary safeguarding checks have been undertaken before the hire period commences. Brentford and Isleworth Quakers cannot accept any responsibility for the hirer's failure to comply with this requirement.

13) Please discuss hospitality requirements with our Warden(s). We have tables and chairs and washing up materials which are available for hirers to use. Items in drawers and cupboards are not for hirers' use. Please bring your own plates and cups.

Think Green! Compostable plates, bowls, cups, vegetable food scraps and paper towels may be put in one of our compost bins. One can be found just along the concrete path towards the Garden Room, on the right.

There is a set of china plates, tea cups and saucers which may be used for a small discretionary and additional fee. They must be washed and put away after use.

14) The Meeting House benches are heavy. They are not to be removed outside of the building, but may be repositioned within the room by sliding across the floor.

15) Please mop up any spills and leave the rooms clean and tidy at the end of a booking, with the furniture as it was first found. Turn off all lights and any extra heaters used. Please bring your own bin bags and remove all rubbish. Cleaning materials will be indicated. Please ask the Warden(s) if unsure about locating these resources.

16) If hirers wish to use the hot water urn, please make sure you are familiar with how to use it safely, and that it is turned off after your visit. It should be kept on a flat, level surface where it cannot be knocked against or knocked over, and out of the reach of children. Do not let it boil dry, as this may damage the urn. Please make sure all spills are dealt with appropriately and cleaned up (you may wish to have a drip tray present if needed during use.) If you are unsure how to use it, please ask the Warden(s) who will be happy to advise.

17) E-bikes and e-scooters may be taken onto the paved sections of the grounds, but should be secured properly and stored away from any plants and/or the buildings, to reduce the risk of fire. They may not be taken inside any of the buildings.

4. Insurance:

1) Brentford & Isleworth Quaker Meeting House has public liability insurance. This does not cover any accident which might arise from activities conducted by hirers of the building or loss or theft. Hirers must arrange their own insurance for all legal liabilities arising out of their activities while on the premises including personal injury and death of third parties (including employees and volunteers) and damage to the building or to the property of others. Should an incident occur at the site of a serious nature and/or which might result in an insurance claim the hirer shall as soon as possible write a report including date and time,

events, outcome of what happened and any other information. This should be sent to our Warden(s), who will pass it onto the Premises Committee and log it appropriately.

2) All property is brought into the building or grounds at the hirer's/owner's risk. Hirers may not be the only people on the premises and should note the Meeting House is situated along a public lane. They should be vigilant for securing themselves and their belongings, particularly if they are spending time in the garden. We strongly advise keeping the Quaker Lane gate and all doors to the outside shut and, if appropriate, locked.

3) Members of the public who are not part of any group hiring the building must not be permitted access onto the premises. If there is a problem, please contact the Warden(s).

5. Health and Safety:

In an emergency the following people may be contacted:

Warden(s): 07421 767062

Bessie White: 020 8560 5887 or 07812 833635

Carol Sargent: 07876 151792

6. Fire Safety

1) All hirers should familiarise themselves with the evacuation procedure issued with this document and displayed throughout the building; also with the whereabouts of the emergency exits and their corresponding escape routes.

2) When evacuating the building in case of fire, turn left out of the main gate, walk up Quakers Lane, and gather at the designated assembly point beyond the Meeting House garden wall on the lefthand side. Ring the emergency services on 999 and then the Warden(s).

Do not attempt to leave by car or the arrival of the Fire Service may be blocked.

3) A nominated person should liaise with the Fire Service when they arrive, to confirm the nature and location of the fire and whether or not everyone has safely evacuated the building.

4) The self closing fire doors in the front hall must not be obstructed or held open while events are taking place.

5) Fire escape routes must be kept clear at all times.

6) Fire extinguishers are situated in the main entrance hall, kitchen (fire blanket), the Small Meeting Room and the Garden Room.

7. First Aid

A First Aid box is available for hirers in a marked cupboard in the kitchen. All accidents should be recorded in the Accident Book located next to the First Aid kit and must be reported to our Warden(s).

Brentford and Isleworth Quaker Meeting House. Information Summary for Users:

- 1) Group leaders are asked to ensure that members of their group are all aware of the contents of these notes.
- 2) Leave the rooms as you found them.
- 3) Leave all parts of the building tidy, especially if you have had refreshments. Check all surfaces, floors and sinks are clean. Cleaning materials are available.
- 4) Supply your own bin bags and take all your own rubbish away.
- 5) Note fire exits and fire evacuation guidance. Keep exits clear. Do not put yourself at risk.
- 6) Hirers should do their own risk assessment to keep their event safe. This should assess risks of covid infection, and to prevent any risk or hazard from external/hired equipment or entertainment brought onto the premises. Hirers are responsible for ensuring they have appropriate safeguarding in place, including an appropriate adult:child ratio.
- 7) If you discover a fault with equipment or facilities that presents a safety hazard, please notify the Warden(s) immediately. Any minor problems or concerns should also be reported.
- 8) Damage caused to the building or any of its contents by the hirer or their guests is the responsibility of the hirer and will have to be paid for. This may include extra cleaning if the rooms are not left in a clean and tidy state.
- 9) For Lost Property contact the Warden(s) as soon as possible. It will not be retained indefinitely.

I, (hirer's name)

on behalf of (name of group)

agree to all the above.

..... (signature of hirer)

..... (date)

Date/times of booking:

Price: