

## Quaker House Lettings Policy

**Room hire is conditional on accepting these terms and conditions.**

### Statement of intent

The QH is the home and place of worship of the Religious Society of Friends in Plymouth. It also provides rooms for rental by groups and organisations that do not contravene our testimonies to Justice, Truth, Simplicity, Peace and to the Earth. We ask all users of the building to respect these principles.

Please ensure that heating lights and taps are turned off when not in use to minimise the environmental impact of the building

### Terms and conditions of bookings

Bookings are to be made through the Quaker House **management**. Bookings will normally be paid by cheque or BACS on receipt of an invoice. Payment should be received at **least 10 calendar days** before the booking unless by prior arrangement. A 50% cancellation fee will be charged for **bookings** cancelled 7 calendar days or less before the event **with the single exception of one-to-one counselling bookings in rooms 5 & 6, for which the cancellation notice period is 24 hours.**

Use of the building is permitted only for the hirer and for the agreed purpose.

We have a policy of no smoking, alcohol or gambling anywhere in the building.

Hirers are asked to be considerate in their use of the building, leaving rooms clean and tidy, washing cups and crockery or stacking it in the dishwasher and behaving in a respectful way towards other users of the building. Please do not use sellotape, blue tac, pins, nails or screws on the walls. Please report any damage or loss incurred over and above normal wear and tear to the Quaker House **management** as soon as possible.

Hirers are responsible for security. Please make sure that the front door is not left unlocked when it is unattended and all windows are closed on exit. Any damage and/or loss of property during the period of use or loss or damage to any items left in the building is the responsibility of the hirer.

Public liability insurance is required of any hirers who bring in their own equipment or property when using our premises. It is not required for groups which simply use our premises and do not bring in their own equipment although it may be advisable, depending on the group. The Quaker House building is covered by public liability insurance.

### Health and safety

Fire doors and passageways are to be kept clear at all times. Group leaders are responsible for the safe evacuation of their group in the case of a fire. To stay safe, please do not use of candles and other naked flames. Electrical Equipment brought into the building should comply with recognised safety standards.

We reserve the right to refuse the use of our premises to any organisation or person whose aims or objectives are in conflict with Quaker beliefs and values.