



HEMEL HEMPSTEAD
QUAKER MEETING HOUSE
1 The Alleys, St Mary's Road, HP2 5ZB

Meeting House Conditions of Hire

1 Booking

- 1.1 All persons or organisations wishing to hire the Meeting House premises must complete a booking form.
- 1.2 All bookings are to be made with the Lettings Administrator, either by post at 1 The Alleys, St Mary's Road, Hemel Hempstead, Hertfordshire, HP2 5BZ, or by phone on 07815 889295, or by email.
- 1.3 The Meeting reserves the right to refuse or cancel any booking without incurring any liability to the applicant.

2 Availability

- 2.1 The premises are normally available for hire between 9am and 10.30pm
- 2.2 The premises are not normally available for hire on Sunday.

3 Cancellation

- 3.1 If the Meeting House is required for a Quaker funeral or wedding or other purpose of the Meeting all bookings for that time will be cancelled. Hirers will be given as much notice as is practical and the booking fee refunded.
- 3.2 If the hirer cancels less than 24 hours prior to the booking no refund will be due to the hirer.

4 Charges

- 4.1 The hire charge is due one week before the date of hire. Payment should be made to the Lettings Administrator.
- 4.2 Changes to the rates of charge are made in October and come into effect immediately for new hirers. For existing hirers the change will come into effect from 1st January in the following year.

5 Insurance

- 5.1 The Meeting maintains insurance in respect of its liabilities in respect of the premises. A copy of the policy certificate is displayed in the Meeting House foyer.
- 5.2 Hirers are responsible for ensuring that any risks associated with their activities are adequately insured.

6 Damage

- 6.1 Any damage to the premises, furniture, fittings, equipment, crockery etc. is to be paid for by the hirer. The Lettings Administrator must be informed if any damage occurs in the course of the hire.

7 Advertising

- 7.1 Advertising by the hirer in respect of their event must not be worded so as to suggest that the event is promoted by Quakers.
- 7.2 The venue for the event should be described as:- 'THE QUAKER MEETING HOUSE' THE ALLEYS, ST.MARY'S ROAD, HEMEL HEMPSTEADs HP2 5ZB.

8 Furniture & Furnishings

- 8.1 The hirer is responsible for setting out chairs and tables etc for their purpose. The tables should be returned to the store and chairs stacked against the wall no more than two chairs high.
- 8.2 At the conclusion of the hire the hirer is responsible for clearing up and leaving the premises 'as found'.
- 8.3 Hirers are expected to remove their own rubbish from the building and black bin bags are supplied for this purpose.
- 8.4 The piano may only be used by arrangement made at the time of booking.
- 8.5 Under no circumstances should drawing pins be used to fix anything to the walls; 'White tack' or masking tape is however acceptable.

9 Not Permitted

- 9.1 The Meeting House is a 'No Smoking' building.
- 9.2 No illegal substance or alcohol may be brought onto the premises.
- 9.3 Very loud music that may cause annoyance to nearby residents.

10 Security

- 10.1 At the conclusion of the hire the hirer is responsible for ensuring that the building is clear, all windows are shut, lights turned off and main door and iron gate locked.