

Music and Dancing: Please note that the Meeting does not hold a Public Indoor Entertainments Licence.

Joint use: Users should be aware that there are other groups meeting in the building and that some extraneous noise may from time to time be inevitable.

General: Users are reminded that the building is in a residential area and are asked to respect the needs and privacy of neighbours and other users by avoiding noisy activities and by leaving quietly.

Watford Meeting reserves the right to cancel bookings made by any group which fails to adhere to these terms and conditions.

Anyone who would like to know more about the Religious Society of Friends (Quakers) is welcome to take any of the leaflets in the rack by the front entrance.

Books in the library can be consulted but should not be removed from the building.

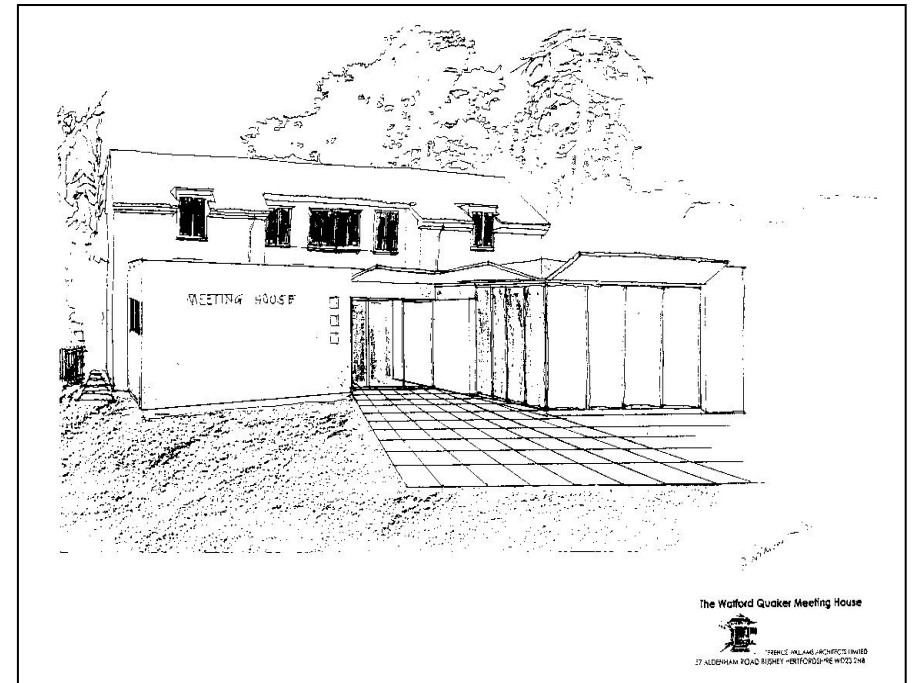
All are welcome to join us for Meeting for Worship on Sundays at 10.30 am.

It is the wish of Watford Friends that their Meeting House should be used as much as possible for the benefit of the local community. If you have any comments or suggestions about the facilities provided please let us know.

15/11/2007

Lettings

Watford Quaker Meeting House



Quaker Meeting House
150 Church Road
Watford
WD17 4QB
www.watfordquakers.org.uk
Telephone contact:
01923 23708

Terms and Conditions of Letting

The Premises: these comprise the main large *Meeting Room*, the *Children's Room*, two smaller rooms - the *East Room* (which is separated from the children's room with a folding partition to form one large room if required) and the *West Room*. There is a well equipped **kitchen**. The whole of the premises, or any of the rooms individually or in any combination can be hired. The main room seats about 80 people, the two smaller rooms about 12 each and the children's room can accommodate about 20 people.

Kitchen

Please bear in mind that there may be more than one group using the kitchen at any one time and this should be taken into account when planning breaks for refreshments.

There is **car parking** for about 14 cars on the premises and plenty of street parking in the evenings and at weekends.

Sessions: There are morning, afternoon and evening sessions available of up to 3 hours, which includes time for setting up and clearing away. An additional hourly rate is charged for extra hours or parts of an hour. Half sessions may be available except in the evening. Lettings are available between the hours of 9am and 10pm.

Charges per Session:

		Additional Hourly Rate
Main Meeting Room	£33.00	£7.00
Children's Room	£22.00	£5.00
East/West Rooms -each	£16.50	£4.00
Main Room+East or West Rm	£44.00	£8.00
Children's +East or West Rm	£33.00	£7.00
Whole Premises	£75.00	£12.00
Children's Parties	£50.00	£8.00

Facilities for those with special needs: The building is fully accessible to wheelchair users, and includes a specially equipped toilet. There is a disabled parking bay close to the building. The large Meeting Room has an induction loop for the hard of hearing.

Applications for Hire: We welcome hirers whose activities do not conflict with recognised Quaker principles and standards. If there is any doubt we may have to look into your aims and objectives in detail. We accept bookings from commercial organisations but may give preference to non profit making organisations. The Meeting reserves the right to refuse a booking without giving any reason.

Bookings: These must be made through the Warden on the official application form. Single bookings should be paid for in advance. Regular users may be invoiced with the due amount payable within 14 days.

Bookings are subject to cancellation if the Society requires the premises for its own use, in which case appropriate notice will be given. Charges are subject to periodical review, with a minimum of one month's notice.

Conditions of Hire:

- **Smoking** is not allowed in the building or in the grounds.
- **Alcohol** is not allowed in the building or in the grounds.
- **Betting**, gambling, and lotteries are not allowed.
- Hirers must leave the premises punctually at the end of their period of hire.
- The premises are to be left in the same state of cleanliness as on arrival. This includes washing of utensils and the disposal of rubbish created. Furniture is to be left where it was on arrival. **If the premises are left in an unsatisfactory condition an additional cleaning charge may be levied.**
- No banners, bills or posters are to be affixed to any walls or to the fabric of the building without permission.
- The hirer is responsible for the good behaviour of those persons attending the premises.
- The hirer is responsible for the removal of any property brought into the Meeting House at the end of the hire period. Such property is brought into the Meeting House at the hirer's sole risk. It is the hirer's responsibility to be fully insured as may be necessary.
- Cars must be parked with consideration for others. The Disabled Parking Notices must be observed.
- **A nominated person should be responsible for understanding the keypad system for locking and unlocking the premises and should ensure that all doors and windows are locked and lights are turned off when the last person leaves.**

Defects and Damage: These should be reported to the Warden. All costs of damage to the property and its contents caused by users must be paid for by them.

Health, Safety and Security: A nominated responsible adult must be in attendance who is familiar with the conditions and procedures in the event of fire or accident. These include knowledge of locations of fire extinguishers and exits (which, together with the corridor, must be kept clear), first aid box and accident book (in the kitchen). A pay telephone is in the lobby.

Children should be supervised at all times by a responsible adult and should not be left alone in the kitchen.