

**Booking Form
for Watford Quaker Meeting House**

150 Church Road,
Watford WD17 4QB
Tel: 01923 237089
watfordquakers.org.uk

Name of Organisation _____

Name _____

Address _____

Contact Telephone _____

Purpose of Letting (see note *)

Date(s) of Letting _____

Time of Letting: start _____ end _____

*Please include setting up and tidying up time

Room(s) required: Main Meeting Room
 Front Room (including East Room)
 West Room

Please tick all rooms required.
All bookings include the use of the kitchen.

I have read and agree to the conditions of hire.

Signed:

Print name: _____ Date: _____

- Single bookings should be paid for in full at least four weeks in advance. Regular users will be invoiced with the due amount payable within fourteen days. Cheques to be made payable to 'Watford Quaker Meeting' and sent to Jane Keay (warden) at the above address.
- Bookings are subject to cancellation if Watford Quakers require the premises for their own use, in which case as much notice as possible will be given.
- Charges are subject to periodical review, with a minimum of one month's notice. In the case of cancellation of the booking more than fourteen days in advance, we will return 50% of the fee.
- We will no longer be booking children's birthday parties for the foreseeable future.
- Bookings for Sunday will not be accepted.

| | Basic charge per session Weekdays 2018/19 £ | Basic charge per session Saturdays 2018/19 £ | Hour extra 2018/19 £ |
|--|--|---|-------------------------------------|
| Main Meeting Room | 43 | 45 | 11 |
| Front room (which now includes the East Room) | 30 | 40 | 9 |
| West room | 24 | 26 | 8 |
| Meeting Room + West room | 65 | 70 | 12 |
| Front Room + West room | 52 | 64 | 11 |
| Whole premises | 85 | 100 | 17 |

***Purpose of Letting**

We welcome hirers whose activities do not conflict with recognised Quaker principles and standards. If there is any doubt we may make enquiries concerning the organisation's aims and objectives. We reserve the right to refuse a booking without giving any reason.

Conditions of Hire:

1. Smoking is not permitted in the building or in the grounds.
2. Alcohol is not permitted in the building or in the grounds.
3. Betting, gambling and lotteries are not allowed.
4. Hirers must leave the premises punctually at the end of their period of hire.
5. 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. Waste to be recycled as indicated. 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.
6. No banners, bills or posters are to be affixed to any walls or the fabric of the building without permission.
7. The hirer is responsible for the good behaviour of those persons attending the premises.
8. The hirer is responsible for the removal of any property brought onto the premises. Such property is brought onto the premises at the hirer's sole risk.
9. It is the hirer's responsibility to be insured as necessary.
10. Cars must be parked with due consideration for others. Disabled parking notices should be observed.
11. Group organisers are responsible for carrying out a risk assessment relating to their use of the premises.
12. A nominated person must be responsible for understanding the keypad system for locking and unlocking the premises, and must ensure that all doors and windows are locked and lights are turned off when the last person leaves.
13. A nominated responsible adult must be present, who is familiar with the conditions and the procedures in the event of a fire or accident. Our Fire Safety Procedures are displayed in the entrance lobby. There are 4 fire extinguishers and their location is as follows i) In the Kitchen ii) The Front Room iii) Outside the Main Meeting Room iv) In the Main Entrance Area. The Fire Exits are clearly signed and must be kept clear of obstructions. The First Aid box and accident book are kept in the kitchen. Any personal injury, however small, must be recorded in the Accident Book.
14. Defects and damage 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.
15. Children must be supervised at all times by a responsible adult.

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

Revised by Premises Committee 2nd month 2013. Normally revised biennially. Additional edits Diane Livesey 11th month 2017.