

# Lettings

## Watford Quaker Meeting House



Quaker Meeting House  
150 Church Road  
Watford  
WD17 4QB

Telephone 01923 237089  
[www.watfordquakers.org.uk](http://www.watfordquakers.org.uk)

## The Premises

These comprise the main **Meeting room**, the **Front room** and two smaller rooms; the **East room** (which is separated from the front room with a folding partition to form one large room if required) and the **West room**, which is furnished with easy chairs and bookshelves. 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 eighty people, the two smaller rooms about twelve each. The front room can accommodate about twenty people, and has large glass windows/doors allowing access onto the front patio and garden.

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 fourteen cars on the premises, and plenty of street parking in the evenings and at weekends.

**Facilities for those with special needs:** The building is accessible to wheelchair users, and includes a specially equipped toilet. There are two disabled parking bays close to the building. The main Meeting room has an induction loop for the hard of hearing.

**Music and Dancing:** Please note that the building 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 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.

## Sessions

There are morning, afternoon and evening sessions available of three hours, which includes time for setting up and clearing away. An additional hourly rate is charged for extra hours or parts of an hour. Lettings are available between the hours of 9am and 10pm.

We will no longer be booking children's birthday parties for the foreseeable future.

See booking form for current rates.

## Terms and Conditions of Letting

**Bookings:** It is the wish of Watford Quakers that their Meeting House should be used as much as possible for the benefit of the local community.

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. We accept bookings from commercial organisations but may give preference to non profit making organisations.

Bookings must be made through the Warden, on the appropriate booking form. Single bookings should be paid for in full at least four weeks in advance. Regular users may be invoiced with the due amount payable within fourteen days.

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.

### 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.

If you have any comments or suggestions about the facilities provided, please let us know.

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 may 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 a.m.

Revised by Premises committee 9th month 2011.

Updated 1st month 2014 by Peter Grant for Warden Support Group.

Updated 11 month 2017 by Diane Livesey.