

Booking Form for Watford Quaker Meeting House

Watford Quaker Meeting

150 Church Road

Watford WD17 4QB

Tel: 01923 237089

Name of Organisation

Contact name:

Contact address:

Contact email:

Contact telephone:

Purpose of letting (see note*)

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Date(s) of Letting

Time of Letting: start end

*Please include setting up and tidying time

Rooms(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:

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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.
- A session will be a maximum of 2 hours.
- We will no longer be booking children's birthday parties for the foreseeable future.
- Bookings for Sunday will not be accepted.

	Basic charge for a two hour session	Followed by hourly rate
Main Meeting Room	£36	£18
Front room	£28	£14
West room (library)	£24	£12
Meeting Room + West room	£50	£22
Front Room + West room	£48	£20
Whole premises for regular groups	£70	£30
Whole premises for "one off" gatherings	£110	£55
<i>The kitchen is available to all users</i>		

***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. Must have read and understood the Watford Quaker Meeting Risk Assessment for Hirers
2. Smoking is not permitted in the building or in the grounds.
3. Alcohol is not permitted in the building or in the grounds.
4. Betting, gambling and lotteries are not allowed.
5. Hirers must leave the premises punctually at the end of their period of hire.

6. 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.
7. No banners, bills or posters are to be affixed to any walls or the fabric of the building without permission.
8. The hirer is responsible for the good behaviour of those persons attending the premises.
9. 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.
10. It is the hirer's responsibility to be insured as necessary.
11. Cars must be parked with due consideration for others. Disabled parking notices should be observed.
12. Group organisers are responsible for carrying out a risk assessment relating to their use of the premises.
13. 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.
14. A nominated responsible adult must be present, 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 of obstructions. First Aid box and accident book are kept in the kitchen. Any personal injury, however small, must be recorded in the accident book.
15. 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.
16. 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.

We are always willing to be flexible on special or "whole day" bookings and for registered charities. Please do not hesitate to contact The Warden, Jane Keay

Revised by Premises Committee 2nd month 2013. Normally revised biennially.

Additional edits Diane Livesey 11th month 2017.

Additional edits Diane Livesey 9th month 2020

Additional edits Michael Harper 11th month 2022

Additional edits Michael Harper 12th month 2022

Additional edits Michael Harper 11th month 2023

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