

It is **important** to note that as a place of worship, the Meeting House may be required at short notice for funerals and memorial meetings. In practice this rarely happens. We therefore reserve the right to cancel a booking in such circumstances, but will give as much notice as possible. **Rooms may have to be changed**, for example to allow work to be carried out. This will be discussed with the user.

Kitchen Use of this area should be agreed at the time of booking. There is no charge for the use of the kitchen. Please make sure you wash up thoroughly, leave the room clean and tidy. You will need to provide your own tea towels. Please respect that any tea, coffee, etc in the cupboards is not for general use. For safety reasons should the dishwasher need to be used permission should be obtained beforehand. Permission should be gained before leaving anything in the fridge, which should be labelled and dated.

Preparation and clearing up The time booked should include setting up and clearing away by the user. **Each group is responsible for arranging the room as it wishes. Please leave all rooms as you would wish to find them, including sweeping or vacuuming the floor if necessary.**

The following rooms are available for hiring from 9.00 am - 10.00 pm, Monday to Saturday.

Meeting Room

Holds up to 50 people

Social Room

Holds up to 25 people

Letting charges

Charitable or not-for-profit groups

Meeting room £12 per hour;
3 hours £35; Full day (9-5) £50

Social room £8.50 per hour;
3 hours £25; Full day (9-5) £40

Commercial or public sector groups

Meeting room £15 per hour;
3 hours £40; Full day (9-5) £65

Social room £12.50 per hour;
3 hours £35; Full day (9-5) £50

Norton Quaker Meeting (Religious Society of Friends – Quakers) **Friends Meeting House, 50 The Green** **Norton, Stockton-on-Tees TS20 1DU**

Summary of Terms and conditions of Hiring
October 2018



Quakers are active in work in the community locally, nationally, and internationally. Many people who admire this work are not aware of the religious conviction underpinning it. Quakers believe that 'there is that of God' in everyone, most taking the view that life is a continuing spiritual journey. Our Meetings for Worship are on Sundays at 10.30 am, and are held in quiet stillness in which those who are moved to speak can do so. If you would like to know more about the Religious Society of Friends (Quakers), you are welcome to take any leaflets in the reception area. Do not hesitate to ask if you would like further information.

Accessibility The Meeting room and Social room are accessible to wheelchair users and toilet facilities are available for disabled people. There is also a nappy changing facility.

Parking Parking on the green, and the drive access which is used by neighbours, or in front of a garage is not permitted. Disabled badge holders can park with permission near the gates.

There are limited storage facilities available at the Meeting House. Regular users will be allocated a lockable unit. We cannot be held responsible for loss or damage to personal effects, property or equipment of users left in the building.

Personal possessions When using the building, please do not leave valuables unattended. We cannot be held responsible for theft or damage.

Smoking, alcohol, illegal drugs and gambling are not allowed on the premises.

Music and Dancing. We do not hold a public indoor entertainment licence. Users must ensure they have paid all relevant copyright and public performance fees.

General use Please respect the needs of local residents and other users of the building by entering and leaving quietly. We reserve the right to cancel a booking in the event of

excessive noise or rowdiness. Children should be supervised at all times, and **young children should not be allowed in the Kitchen.** Users should not occupy unbooked areas. Please do not stick anything on the walls without consent. Users are advised to make arrangements for doorkeeping as the user's organisation will be held responsible for the conduct of people admitted. Users should leave promptly to avoid inconvenience.

Advertising We are pleased to display suitable notices about activities.

Personal safety is the responsibility of the group leaders using our premises. This includes arrangements for protection of children and vulnerable adults. It is the responsibility of the organisers of children's activities to check whether Disclosure and Barring Service clearance is necessary.

First Aid box and Accident book can be found on the window sill in the kitchen. The Accident Book must be completed in case of any injury, however slight.

Fire exits are clearly marked and users must familiarise themselves with escape routes. Fire exits must be kept shut and clear of obstruction at all times except when being used in an emergency situation.

Insurance it is the user's responsibility to ensure that they are appropriately insured

against liabilities arising from their occupation of the premises.

All costs of damage to the building and its contents arising from user activities must be paid for by users.

Bookings Regular users should ensure bookings are renewed well in advance and not assume automatic renewal. The meeting reserves the right to decline any booking without giving a reason. Bookings should be made in writing or e-mail, and booking periods adhered to. Please note, you will be charged if your booking overruns. Two weeks notice should be given of any **cancellations**, otherwise users may be charged in full.

Payment Payment may be made by cheque (made payable to Norton Quaker Meeting) or cash or by BACS (Sort code 20-82-18, Account Norton Quaker Meeting, Account number 60656763)

And when paying with either cheque or transfer please add a reference that identifies your organization and the day and month of your hiring. So if it were the Prime Minister renting on 1st April 2018 the payment reference might be "PM0104".

Full Terms and Conditions and application forms are available from:

Bookings Clerk Michael Piercy
33 Clifton Avenue, Hartlepool TS26 9QW
01429 284694 or 07785 788835
Michael.piercy@m-five.com