

The Hirer is responsible for obtaining any necessary licenses from The Performing Rights Society and other copyright holders for any media used or activities conducted on the Premises during the Hire Period.

The hire of a room does NOT carry with it any endorsement by Quakers and the Hirer is not permitted to make any claim of such.

Acceptable Use

Written details of the aims and policies of those wishing to use the Premises are normally requested to enable Nottingham to understand their needs and objectives. Nottingham reserves the right to refuse a proposed booking if:

- I. The aims or policies of the Hirer or Guests are in serious conflict with Quaker principles
- II. The Hirer or Guests have been linked to violence or incitement to hatred or violence
- III. Misbehavior has occurred during a previous hiring or at another Quaker property
- IV. The Hirer persistently breaches NQMH hiring conditions
- V. A contravention of Fire or Health and Safety regulations may reasonably be anticipated.

All current legislation and regulations must be complied with during the Hire Period so as to ensure that no discrimination takes place regarding gender, race, colour, ethnicity, nationality, religion or belief, sexual orientation, disability or age.

Complaints

In the first instance please direct any complaints to the booking team on warden@nottinghamquakers.org.uk if they are unable to assist or are not able to resolve to

your satisfaction then it will be passed to the Stewardship Committee.

This building is primarily a place of Quaker Worship.

We welcome all who use the building and ask that it be respected as a place of spirituality and peace.

Nottingham Friends Meeting House

25 Clarendon Street, Nottingham, NG1 5JD

Web: <https://nottinghamquakers.org.uk>

Email: warden@nottinghamquakers.org.uk



Nottingham Quaker Meeting

Booking Information and Conditions

Hourly charges

Room	Capacity	Cost per hour
Meeting Room	120	£55.00
Social Room	60	£35.00
Room 2	10	£20.00
Room 3	10	£20.00
Room 2&3	20	£35.00
Whole Building and daily rates available upon request		

Minimum room hire is 2 hours. Rooms are available between 9am and 5pm Monday-Saturday. Times must include any setting up and clearing away needed.

Payment is required before room use.

Discounted rates are available on request for repeat and multi-room bookings.

NQMH reserve the right to change bookings or cancel bookings where this is considered necessary.

Cancellations – the following will apply

- 28 days or more notice – no charge
- 15 – 27 days notice – 50% of the charge
- 14 days or less – full charge will apply

Facilities

Room hire includes use of kitchen.

Hiring Responsibilities

We ask all hirers to;

- Only use the rooms you have booked
- Show consideration for other people using the meeting house, which may include sharing the use of the downstairs kitchen
- Ensure any electrical or electronic equipment you may bring to use at the meeting house has a current Portable Appliance Test (PAT) certificate
- Not use anything producing a naked flame including candles and joss sticks. (Battery operated candles are an alternative)
- Return all furniture to where it was at the outset of the booking
- Leave rooms and the kitchen, if used, clean and tidy
- Not exceed booking times unless previously agreed with the bookings manager
- Respect our policy of no smoking and no alcohol in the meeting house or garden and burial grounds

The Hirer must report and pay for any damage caused, or extra cleaning if rooms and communal areas are not left in their original state.

Please report any damage to the warden or booking manager.

Nottingham reserves the right to make additional charges for times/space not agreed to in advance. Any changes or cancellation should be notified to the office by email as soon as possible. See cancellation policy.

First Aid

A First Aid box is located in both the kitchen and the office.

Any accidents or injuries must be recorded in the Accident Book located in the office.

Environment

To assist with the commitment to sustainability we ask groups to be mindful and suggest the below.

- Preventing heat loss by closing doors.
- Turning down heating rather than opening windows when it is too warm
- Switching off lights in rooms you have been using as you leave
- Not using disposable cups, plates and cutlery
- Sorting waste for recycling into the containers provided

Security

Our assistant wardens unlock the doors before the start of the first booking of the day. For all hirers on your first booking and for groups making occasional bookings the warden will meet you at the meeting house to show you the room(s) you will be using and explain health and safety, and fire safety arrangements.

Fire Precautions and Safety

A Fire Emergency Plan is posted on both floors of the building and tells you what to do in the event of a fire and/or an alarm.

Under the Plan the Hirer must nominate a 'Responsible Person' from their group and ensure that all members are familiar with the Plan, the fire exit routes and muster point.

When setting up furniture, remember to keep fire exits clear and maintain adequate gangways. Do not prop fire doors open.

Sensitive smoke detectors are located throughout the building, and no smoking is permitted on the site.

Hirers are responsible for ensuring the safety of any equipment, including electrical appliances, brought onto the Premises.

Safeguarding

The Hirer must have policies in place to safeguard any children or vulnerable persons in their group and ensure that any statutory checks are complete before the Hire Period commences. Nottingham Quaker Meeting is not responsible for the consequences of a hirer's failure to meet these legal obligations. Children must be supervised at all times. We reserve the right to inspect a Hirer's Safeguarding Policy.

Insurance

Any property belonging to the Hirer is left in the building at their own risk.

The Hirer must maintain the necessary insurance for all legal liabilities arising out of their activities while on the Premises.

Advertising, media and the distribution or sale of literature

Invitations to events held at Nottingham Quaker Meeting house must carry the RSVP address of the Hirer and not that of NQMH. Hirers should seek approval of promotional material featuring the building prior to release. No images of NQMH may be used by the Hirer for promotion or marketing unless previously agreed in writing.

The Hirer must obtain permission from NQMH before any of the following activities take place on the Premises:

- I. Any audio or visual recording, live links or photography for external publication or distribution.
- II. The attaching of banners, bills or posters to any walls or fabric of the building or grounds.
- III. The sale of books or other publications.

Any free distribution of literature by the Hirer must be inside the hired part of the Premises and not in the corridors or elsewhere.