



## Terms and Conditions of Business

1. In these conditions "you" and "your" and the "Hirer" means the person, company or organisation making the booking and/or named on the invoice and if it is unincorporated, includes its officers, committee and members; "we", "us" and "our" refer to the Staff who work on behalf of Liverpool Quakers and Hardshaw and Mann Area Meeting of the Religious Society of Friends (Quakers) at 22 School Lane, Liverpool L1 3BT
2. All new prospective Hirers require approval by Quakers. Bookings from new Hirers cannot be confirmed until they are approved.
3. We reserve the right to refuse a booking if the Hirer's activities or aims are in conflict or do not sufficiently align with Quaker values and ethics, if we feel the planned activity will impact other Hirers, if a Hirer has previously failed to adhere to our terms and conditions, if previous invoices have not been paid in full or have been paid late.
4. The building is primarily a place of worship. Smoking, gambling and the consumption of alcohol are not permitted.
5. The sale of any article, commodity or service is not permitted without the prior consent of the Meeting House Staff.
6. The Hire is not transferable. It is not intended by us or you to create a tenancy.
7. Provisional bookings can generally be held for up to 14 days – they are then released if not confirmed.
8. Confirmed bookings should be emailed to [bookings@liverpoolquakers.org.uk](mailto:bookings@liverpoolquakers.org.uk). Final room set up, equipment and refreshments/catering should be supplied by the Hirer at least 48 hours prior to the booking.
9. When confirming a booking the Hirer acknowledges and agrees to these Terms and Conditions.
10. You agree to pay the Hire Fees for the use of space in the Building and unless stated otherwise on the invoice, payment in full is due on receipt of invoice and before the booking commences. If payment is not received in full as clear funds before the booking commences then we reserve the right to cancel the booking. An admin charge will be added to any further bookings if previous invoices are unpaid.
11. Cancellations:
  - 3 weeks or less before the meeting: 10% payable
  - 2 weeks or less before the meeting: 25% payable
  - 1 week or less before the meeting: 50% payable
  - 3 days or less before the meeting: 75% payable
  - 1 day or less before the meeting: 100% payable (including catering)
12. Hourly rooms are subject to 100% cancellation charge unless they are cancelled 24 hours prior to the booking or for evening bookings if they are cancelled by 10am in the morning.

13. If absolutely necessary for health and safety or because these terms have not been adhered to we reserve the right to cancel any hiring without paying any compensation or incurring liability in respect of such compensation. If we cancel any hiring we will refund any Hire Charge paid by you.
14. We retain right of access to all rooms during the Hire Period and reserve the right to refuse admission to any person or persons and to require any person or persons to leave the Building when so requested.
15. We reserve the right to make changes to rooms hired if required and we will ensure that Hirer's requirements are met with any replacement rooms that they are moved to. We will endeavour to inform the Hirer of any changes.
16. Hourly rooms can only be booked in the evening when session rooms have been booked by other groups. If a regular booking is made in the evening for an hourly room it will only be a confirmed booking if a session room is booked.
17. For hourly room bookings, you will be given access to your room at the start of your booked slot – if you require time to set up/pack away this will need to be added to the timeslot when booking.
18. We do not allow any outside caterers or any catering to be delivered to the Meeting House.
19. Use of the kitchen is currently included in the Room Hire Charge. Kitchen use is not an exclusive use so other users may also be using the kitchen. All consumables must be supplied by you. All crockery used should be cleaned and put away when finished and the kitchen returned to a clean and tidy state within the Room Hire Period. Use of the kitchen is at your own risk, we accept no liability. You should carry out your own risk assessment for the use of the kitchen. If the kitchen is not left in a clean and tidy state with all crockery used washed and put away then a 'Cleaning Charge' will be invoiced to you.
20. Invoices for catering and refreshments will be sent after the event from Liverpool Quakers.
21. The use of the concourse and terrace is available for all people hiring the first floor meeting rooms. Use of the concourse is not for sole use unless the whole of the first floor has been booked.
22. Your Hire starts and ends at the times stated on the invoice and this includes any time required for preparation of rooms or equipment and for cleaning up and restoring the room afterwards. For session rooms these times are normally 9-12.45, 13.15-17.00 and 18.00-22.00. If you wish for additional time, this may be possible by prior arrangement, for which we will make a charge.
23. We have standard styles of room settings for each room. A room set up charge is payable if you require a different set up in the room hired. If you re-arrange the room yourselves, we expect you to put it back to the original layout during your session time. At the end of your session the room should be left in the style that it was at the start of the session. If the room is not returned to the original set up then a set up charge may be charged.
24. The Hirer should ensure that the maximum capacity for each room hired is not exceeded at any time.

25. The use of registration tables outside of hired rooms should be approved by Meeting House Staff before the Hire Period to ensure health and safety are complied with.
26. Items may only be attached to the display battens by magnets or white tape (obtainable from Reception) and should not be attached to the main walls as this will cause damage.
27. Dangerous or noxious substances may not be brought onto the premises.
28. Candles or naked flames are not to be used on the premises.
29. With the exception of "sensing animals" animals are not allowed on the premises.
30. Children should be supervised at all times. It is the responsibility of the Hirer to undertake any necessary child protection and risk assessments prior to the commencement of the hire period.
31. The Hirer must comply with Local Authority and other statutory regulations. Fire exits and stairs must not be blocked.
32. The Hirer is required to nominate a Facilitator(s) (one Facilitator per 50 attendees) for the booking who will be required, on each visit to the Meeting House, to be taken through the fire and emergency procedures and to be responsible for the safety of attendees. The Facilitator(s) need to sign in at Reception and take full responsibility for the group whilst in the Meeting House. It is their responsibility to safely evacuate their group in the event of an emergency and they should take note of the fire evacuation information and procedures on the wall in each room. The Facilitator should also be the last person to leave and on signing out need to make sure all attendees have left the building.
33. You are responsible for your possessions and those of your group whilst they are in the Building. We do not accept any responsibility for theft, loss or damage to any personal possessions. All personal possessions are to be removed from the Building by the end of the Hire unless they are labelled and it is agreed with the Meeting House Staff. No items of value should be left at the Meeting House at all. Any property left without prior agreement may be disposed of as is seen fit. All electrical items should be PAT tested.
34. Projectors can be hired as required. We do not supply laptops. We do not provide technical support to Hirers when using projectors but we will endeavour to assist as best we can.
35. Hirers shall indemnify the Quaker Meeting House against all claims, demands, actions or proceedings in respect of goods or clothing, or of the deaths or injuries of any persons which shall occur during the period of hire, provided that this indemnity shall not apply to any claim, demand, action, or proceedings which arises out of the negligence on the part of the Quaker Meeting House, its officers or agents or from any defects on the premises.
36. The Hirer is responsible for all claims for injury and damage to persons or property whether caused wilfully or accidentally by the users or their agents or servants arising directly or indirectly out of their activities in connection with the use of the Building and will indemnify us against all claims and costs.
37. We cannot accept responsibility for any activities for those hiring rooms. Hirers are therefore asked to ensure that their own Public Liability Insurance is arranged to cover any claim made against them in respect of any activity that they are responsible for, any equipment they bring onto the premises or any damage caused to the premises.

38. The Hirer is responsible for reimbursing us in the event of damage to the Building by those attending or organising the function.
39. The Hirer agrees to treat other users of the building with respect and behave in a reasonable and courteous manner. The behaviour of a Hirer will be taken into account when considering future bookings.
40. The Hirer is responsible for keeping good order during the Hire and must provide adequate stewarding and supervision to guarantee such order.
41. The Hirer must make clear in any advertising that the event(s) are organised by the Hirer and not Liverpool Quakers and must provide contact information for people wishing to attend their event. The Hirer agrees that the Hire of a Room does NOT carry with it any implied endorsement from Liverpool Quaker Meeting House or the Quakers and the Hirer shall not make any claim of such endorsement.
42. Any events organised by the Hirer as public events should be stated at the time of booking. The Hirer must be aware of and fully compliant with the relevant legislation. The Hirer must provide adequate stewarding for the size and nature of the event to ensure smooth movement of guests and keeping order in the meeting.
43. The Hirer is responsible for obtaining any entertainment, performing rights, or copyright licences or other permissions necessary for activities to be conducted on the Premises during the Hire Period. A copy of any necessary license(s) or permission(s) must be provided to Liverpool Quaker Meeting House.
44. If required, the building may be closed during the evening changeover time 5-6pm.
45. We will not be liable for any loss suffered to the Hirer due to the failure of any mains services, the breakdown of machinery, leakage of water, fire, government restrictions or Act of God which may cause the building to be closed or the use to be interrupted or terminated.
46. Photocopying, telephone calls and other business services are not included in the Room Hire charge and if required and available will need to be paid for separately.
47. The details of the Hirer will be held on a database for accounting, auditing and marketing purposes. The details will not be passed onto any third parties as part of the Data Protection Act.
48. Any credit notes issued are valid for 6 months from date of issue.