

FRIENDS MEETING HOUSE

Chapel Row • Bakewell • DE45 1EL

Terms and Conditions

The Friends Meeting House is a place of worship for Bakewell Quaker Meeting. We welcome other groups, both business and community users, to share our space, but ask you to respect our Meeting House and all others users of the building.

Please take time to read these terms and conditions; in making a booking you are confirming your understanding and compliance with them.

General

- We reserve the right to refuse or cancel any booking on our premises.
- Bookings can be cancelled without charge up to 24 hours before their start.
- You will be invoiced at the end of each month. Payment is expected within 30 days.
- Smoking, vaping and consumption of alcohol or drugs are not permitted on the premises.
- Set up furniture to your requirements but store it afterwards to leave the room clear.
- Only use the thermostats to adjust the heating.
- Do not leave valuables unattended in the entrance halls.
- Items left by users will be placed in the lost property box in the upstairs toilet and kept for 3 months.
- Check outside doors are locked, windows closed and returned the key to the key safe when leaving.
- Keys should only be used for access to the building during the times booked.
- Please report anything that is amiss to the Meeting House manager.

Kitchen

- Use sensible food hygiene precautions and leave it cleared and clean after use.
- Please provide your own tea, coffee, milk, etc and tea towels.
- Follow instructions for rubbish disposal and recycling.
- Serve food and drinks through the hatch when the small room is not in use by others.
- There should be no more than 5 people in the kitchen at any one time.

Insurance

- Our insurance covers your occupancy of the Meeting House but not your activities*.
 - Hirers must arrange appropriate insurance for their activities in the Meeting House.
- *Occasional hirers may be covered by our insurance. Ask the Meeting House manager.

Health and Safety

Please read our [Health & Safety Policy and H&S Risk Assessment](#) and, in particular note that:

- The group leader or their nominee takes responsibility for Fire Action and Evacuation of the Meeting House in an emergency (briefing and information provided).
- Where the Meeting House risk assessment does not cover all your activities you should provide an extended risk assessment to provide for them.
- Ensure that any equipment brought into the Meeting House is in safe condition and has been appropriately PAT tested (we provide annual free PAT testing for your equipment).
- A first aid kit and accident report book can be found in the kitchen.

Safeguarding

- Groups including children, young people or vulnerable adults are required to have a safeguarding policy in place and have carried out DBS checks.
- Further details of safeguarding can be found on <https://www.bakewellquakers.org/safeguarding/>.

Charles Monkhouse
Bakewell Friends Meeting House Manager