



## TERMS AND CONDITIONS OF USE

This room hire agreement is made between the Trustees of Pardshaw Quaker Centre CIO ("the Trustees") and the Hirer, whose name and address is set out above on the booking form.

### 1. Booking deposit and cancellation fee

We reserve the right to charge in advance for hirers at group rate.

We reserve the right to charge a cancellation fee.

### 2. Charges

Charges are made per person or period defined in the rates agreed annually by Trustees. Time booked must include set up and clear up times. Access to the premises is not normally available outside the times booked. Payments may be made by BACS transfers or cheque made payable to 'Pardshaw Quaker Centre'. We are unable to accept payment by card, though we can take online payments via JustGiving.

If you use copyright recorded music in a teaching or performance capacity on the premises we are obliged under copyright law to collect an additional fee for the Performing Rights Society (PRS). Please ask Trustees for details.

### 3. Advertising

Please ask us if you would like us to display notices about activities and please ensure that invitations to events carry your contact details. Please do not put notices or banners up in public areas without consultation with the Trustees.

### 4. Use of the premises

- a) Please remember that you may not be the sole user of the premises.
- b) To keep costs low, we need all user groups to clean up before leaving. Hirers are asked to leave the rooms as defined in the User Guide. We reserve the right to charge a cleaning fee if the premises are not left in a fit state.
- c) Please do not stick anything to the walls as this may damage the decoration.
- d) In accordance with the law, no smoking or vaping is permitted in any part of the premises.
- e) Alcoholic drinks are not allowed on the premises.

f) Due to the risk of fire, all open flames or other sources of ignition (e.g. stove with doors open, candles, incense sticks) must be kept away from ignitable materials (e.g. paper, foam mattresses), and never left unattended while lit.

g) We expect hirers to vacate the premises at the end of the booking period and reserve the right to charge for over-runs.

h) Please note that where you charge an admission fee for an event that includes background music or musical entertainment, this event may require you to obtain an entertainment licence. We do not hold an entertainment licence so if you intend to run an event that requires an entertainment licence, you will need to ensure that you obtain the relevant licence for that event.

i) Hirers are not allowed to sub-let or give up occupation of any portion of the hired part of the premises to a third party.

j) The hirer agrees to obtain prior permission to organise or conduct any film, tv or radio recordings, broadcasts or interviews, live video links or any other video / audio recording or photography for external publication or distribution.

k) Pardshaw Quaker Centre is located in a quiet residential village. We expect hirers to respect the privacy and peace of our neighbours. Hirers are expected to keep outdoor noise levels to a minimum of an evening and after dark. Hirers should not park their vehicles on our neighbours' land or obstruct the road with their vehicles.

l) Whilst users of Pardshaw can normally walk up to the crags and visit George Fox's pulpit, they should be aware that this land does not belong to Pardshaw Quaker Centre. The land around the crags is used for livestock, and users are reminded not to disturb the grazing animals. If the farmer asks you to vacate the land, then please be respectful and do so. Users of Pardshaw may not camp on the crags or outside the grounds of Pardshaw Quaker Centre without obtaining prior permission from the landowner.

m) Well-behaved dogs and owners are welcome to use the premises, please see our user guide for further guidance.

## 5. Your Liability

a) All property that is brought onto the premises is the responsibility of the owner, and we accept no responsibility for loss or damage. We particularly remind hiring groups and visitors to keep valuables about their person. The Trustees have the right to dispose of any property left on the premises, which remains unclaimed after a month.

b) Please notify the booking secretary of any damage or breakages, or any defects in the premises that you have noticed. If during their stay, the hirer or group identifies any defect that poses a significant risk of imminent danger to their group or other people, or of significant damage to the premises they must report this

immediately to the Pardshaw Quaker Centre emergency contact and alert the local emergency services (if appropriate).

c) As we are a charity with limited funds, please note you may be liable to compensate us for any breakages or significant damage to our property, due to the actions of your group, during their use of the premises.

d) Our own public liability insurance does not extend to cover groups that are hiring our rooms. It is therefore your responsibility to ensure that you are adequately insured when using our premises.

e) Hirers are responsible for ensuring that all visitors and members of their groups are made aware of any safety issues onsite. Hirers are responsible for the safety of any electrical devices that they bring to use in the premises.

f) Pardshaw Quaker Centre has historic listed buildings and a burial ground. The site has sloping uneven flooring surfaces inside and outside that can become slippery when wet. Hirers are asked to wear appropriate footwear on site and to take appropriate measures to avoid slips, trips and falls on site.

g) Whilst the Trustees endeavour to ensure that all the Centre's described facilities and equipment are working effectively, hirers need to be aware that the age and nature of the site means that facilities and equipment may occasionally break or be unavailable at some times.

h) Any personal injury, accident, reportable incident, or near miss, on the premises should be reported to the booking secretary, local volunteers or Trustees. For minor injuries, a small basic first aid kit is available on the premises; as we are not always on-site, we cannot monitor its use. If you choose to use the on-site kit, you are responsible for using it correctly and letting us know what first aid supplies you have used.

## 6. Refreshments

Individuals and groups may bring food into the premises for their own group's consumption only. The hirers are responsible for the food hygiene and food safety of any food they bring in, store, prepare or cook on the premises.

## 7. Wi-Fi

No Wi-fi is currently available onsite.

## 8. Fire Precautions

Fire doors, situated throughout the buildings, must not be propped open or blocked at any time. Emergency evacuation procedures are posted in the two meeting rooms and the school room. These notices should be brought to the attention of your group. The fire alarm is a continuously sounding siren, which alerts your group to leave the buildings, but does not notify the Fire Brigade to attend. It does, however, notify a local trustee.

## 9. Alterations to Bookings

We always endeavour to meet the needs of our clients but reserve the right to alter or to cancel any bookings already made, if necessary, in exceptional circumstances.

## 10. Access to the premises

Detailed access instructions are available on request. There is currently only wheelchair access to the school room where there is a wheelchair accessible toilet. There is ramped access to the school room from the main road entrance.

## 11. Right of Entry

Whilst hirers may reasonably expect privacy when using the premises, as custodians of the premises we reserve the right of access by named local Quakers, to all parts of the site, in case of emergency. All other custodian visits will be at the invitation of the hirer or by mutually agreed prior arrangement. To minimise the impact on hirers, these visits will be kept to a minimum, to the shortest duration for the required purpose and conducted at reasonable times.

## 12. Environmental Responsibility

We try to be environmentally responsible in our use of resources and management of waste. Please observe any instructions about separation of waste for recycling, as we are liable to be charged for waste that is not correctly sorted. The site has both a septic tank and a soakaway drain. We provide appropriate cleaning products that are safe to use with our drainage systems, for hiring groups to use. We ask hiring groups not to use their own products.

## 13. Safeguarding and discrimination

Any groups using the premises are responsible for making their own arrangements regarding safeguarding of children or vulnerable adults. All groups using the premises must ensure they comply with all the relevant discrimination legislation and regulations for the duration of their stay. We do not accept any responsibility for the Hirer's failure to comply with these requirements. Our own Safeguarding policy is available on request.

## 14. Keys and premises security

Hirers are expected to fully secure the premises if they leave them unattended during the course of their stay. In addition, hirers are expected to fully secure the premises at the end of the booking period and return the keys. We reserve the right to charge the hirer the costs incurred for changing the locks if keys are not returned at the end of the booking, and to recoup any losses incurred from the site being left unsecured by the hirer or their group.