

SUDBURY QUAKER MEETING HOUSE

Friars Street, Sudbury, Suffolk, CO10 2AA

Booking information and Conditions of Letting

Process for bookings and information:

The Quaker Meeting House is managed on behalf of Sudbury Quakers by Harcourt-Powell Chartered Surveyors. Please contact Harcourt-Powell (details below) if you have any queries or if you would like to book the Meeting House.

Harcourt-Powell Chartered Surveyors
37 Friars Street,
Sudbury,
Suffolk, CO10 2AG
Telephone: 01787-881177
Email: info@harcourt-powell.co.uk

Rooms for hire:

School Room - a bright, sunny room with adjoining kitchen and serving hatch; capacity 35 (seated), 40 (standing)

Meeting Room - in keeping with a traditional Quaker Meeting House, the main meeting room is panelled and has some fixed seating around the walls; in addition there are movable benches.
capacity 70, plus balcony capacity 20 (balcony only accessible by winding staircase)

The room capacity must not be exceeded at any time.

There is a kitchen, entrance foyer, lobby and garden available. Please discuss your requirements with the Lettings Agent.

Please be aware that use of the kitchen may be shared with other hirers. We ask hirers to please avoid stacking chairs in front of radiators, and to stack them no higher than three chairs in a stack.

Parking:

There is no parking on site. Parking is available at the nearby Quay Theatre (4 minute's walk to the Meeting House) or at the Leisure Centre on Station Road (also 4 minutes walk). There are some short-stay parking spaces on Friars Street (up to one hour Mon-Fri).

Accessibility:

- Wheelchair access: Yes
- Wheelchair accessible toilet: Yes
- Hearing loop: Yes, in Meeting Room
- Baby-changing: Yes

You should contact Harcourt-Powell at least a week before your booking is due in order to arrange a time and day (Monday to Friday in office hours only) to visit the Meeting House, collect the door code and have an induction.

Lettings policy

At the centre of our religious experience is a belief in the equality of all people and a respect for all creation. We are equal before God, irrespective of race, religion, class, gender, sexual orientation, physical or mental ability.

We will refuse bookings from any group or individual whose words or actions diminish the dignity of any person or group of people. The final arbiter in making such a decision will be Southern East Anglia Quaker Meeting (SEAQM) (Reg. Charity No. 1134208) of which Sudbury Meeting is a part. We do not accept bookings from any political party.

If the Lettings Agent has any queries about the suitability of a hiring, he will contact the SEAQM Clerk or ask you to contact the Clerk directly.

Booking procedure

First-time hirers

Potential hirers should initially make contact with Harcourt-Powell and obtain a Booking form. If this is the first time you are hiring the Meeting House, we require information about the aims and purposes of your organisation, to ensure it complies with our lettings policy.

The Lettings Agent can then arrange a visit to the Meeting House if required, check room availability, agree charges and provide the booking form. It is important that all hirers are familiar with the emergency procedures in case the building needs to be evacuated.

All bookings must be confirmed within ten days by returning a completed booking form to Harcourt-Powell, or the booking dates will become free again. On return of the completed booking form, Harcourt-Powell will then give you the door code. You will be sent an invoice from the Sudbury Treasurer, with payment details.

For your information, payment can be made as follows:

- (preferred method) by BACS

If you are paying by BACS, please quote the invoice number on all BACS payments.

- by cheque made payable to Sudbury Quaker Meeting and returned to Sudbury Meeting Treasurer.

Regular or return hirers

Please complete a booking form. You will receive an invoice as described above.

The Hirer and the Nominated Person

The Hirer means the person signing the application form and, in addition, any organisation for whom s/he is stated in such form to be acting. The liability under the hiring agreement of such person and such organisation shall be joint and several.

If the Hirer is not present, s/he must nominate a responsible person who must be thoroughly familiar with these conditions and with the procedures to be followed in case of emergency.

No meeting can take place on the premises unless the Hirer or Nominated Person is present. The Hirer or Nominated Person shall ensure that these conditions are observed.

Use of the premises or the relevant part thereof and entry thereto is limited to the purposes and times stated on the application and booking forms and no sub-letting is permitted.

Cancellations

Any confirmed booking which needs to be cancelled should be notified to Harcourt-Powell as soon as possible.

While every effort will be made to honour accepted bookings, we reserve the right to cancel any booking at any time. Advance notice would be given and full reimbursement of any sum paid would be made. If payment in advance has been agreed but has not occurred, then the booking will be cancelled.

Charges (from January 2016)

BUSINESS RATE	
Meeting Room	£15.00 per hour
School Room	£15.00 per hour

COMMUNITY RATE	
Meeting Room	£12.00 per hour
School Room	£12.00 per hour

CHARITY RATE (on provision of Registered Charity Number)	
Meeting Room	£9.00 per hour
School Room	£9.00 per hour

If your booking exceeds the agreed number of hours for the booking, extra time may be charged at the hourly rate.

Refreshments

A kitchen is available to groups using the building. Please bear in mind this may often be shared. Crockery, cutlery and tea towels are provided. An urn is available for large quantities of hot drinks. Hirers will need to bring their own tea, coffee, etc and should wash up and clear away before leaving.

Visual displays

The walls of the meeting house are not suitable for fixing up notices. However, hirers may use any moveable display boards that are clear of leaflets. A notice can be put up outside the building while an event is taking place by negotiation with Harcourt-Powell.

Storage arrangements

Hirers may not leave their property on the premises between meetings, except where special arrangements have been made. Under no circumstances will SEAQM accept liability for loss of or damage to any property left or stored in the Meeting House.

Cleanliness

We expect the room to be left clean and tidy with furniture replaced as found, ready for the next user. A broom, dustpan & brush and cleaning products are provided in the lobby cupboard to assist you with this. Should any damage occur then Harcourt-Powell should be notified. Any extra cleaning or repairs made necessary by misuse of the facilities will be charged to the hirer, and may jeopardise your ability to book that space in future. Any rubbish produced during the session must be removed by the Hirer, and can be placed in the black bins at the front of the building.

Emergency procedures

We ask the Hirer to read and to abide by our Emergency Procedures, displayed in the entrance foyer. We ask the Hirer to make known the emergency procedures to the group.

Electrical Equipment

No electrical equipment may be brought onto the premises without permission from Harcourt-Powell, equipment must have a current PAT (portable appliance testing) label or certification.

Hearing Loop

There is a Hearing Loop in the Meeting Room. The switch is located low-level in the centre front of the Elders bench, directly facing you as you enter the Meeting Room. It also needs to be switched on at the device on the windowsill above the Elders bench.

Balcony

The balcony is not to be used unless by prior agreement with Harcourt-Powell, eg for a concert event where additional seating is required. Please note that there is no lift.

Performing Rights Licence

Sudbury Meeting House has a Performing Rights licence. Please contact SEAQM Clerk if more details are required.

Smoking and use of Alcohol

We do not allow smoking - including the use of electronic vapour cigarettes - inside or outside the building. In view of our social concerns, we also forbid the use of alcohol or other intoxicants. We do not permit gambling, lotteries or raffles on the premises.

Television and radio recordings

Recordings or broadcasts may only be made with our permission.

Use of foyer

The entrance foyer provides a useful reception area and leads into the lobby, which offers additional reception space. This space, like the kitchen, toilets and other shared areas, may also be occupied by other hirers using the building at the same time.

Use of the garden

Hirers are welcome to make use of the garden, which is also a Quaker burial ground. Please respect this plus the peace and quiet and privacy of the neighbours.

Insurance

We cannot accept responsibility for any loss or damage to the property of those using the premises. Property should not be left behind in the Meeting House, unless by prior arrangement. We would advise any hirer to ensure that they have their own public liability cover to safeguard themselves against any claims resulting from the hirer's negligence that could be brought by a participant.

The Hirer is responsible for obtaining Public Liability Insurance and any other relevant insurance.

The Hirer agrees to bear the cost of any damage caused by their group to the premises or its contents.

The Hirer agrees to accept full responsibility for and to indemnify SEAQM against all claims in respect of any accident, loss or damage (including personal injuries) either to property, or to the building, or to any person approaching, leaving or in the building (with or without the consent or knowledge of the Hirer) in connection with the hire.

Right of entry

Southern East Anglia Quaker Meeting & its appointed Harcourt-Powell reserve the right to enter any part of the building, and the right to refuse entry or continued admission to anyone. However, we will make every attempt not to disturb the hirer during booked events.

Publicity for events at the Meeting House

Publicity for events at the Meeting House should give a contact address or number for the organisers and should direct visitors to public car parks or other available car parking areas close by. No advertising is allowed inside the meeting house without prior consent.

Closure

Hirers should ensure that they vacate the premises on time and quietly with due consideration to our neighbours.