



# Room Hire at Bunhill Fields Meeting House

## Terms & Conditions

*The Meeting House is the place of worship of Bunhill Fields Quaker Meeting – a local meeting of the Religious Society of Friends (Quakers) in Britain. Quakerism was founded over 350 years ago by George Fox, who is buried in the adjoining burial ground now known as 'Quaker Gardens'. Quakers have been active in the area since the middle of the seventeenth century. It is thus a place of great historical significance.*

*The Meeting House is all that is left of a much larger complex built in memory of a Quaker benefactor as a coffee house, adult education and recreational centre for local people in the 1880s. It was almost totally destroyed by fire in the Blitz of 1940 and the present building was once the caretaker's accommodation.*

*Quakers believe that there is 'That of God' in every human being, and worship together in a meeting of simplicity, characterised by a lack of ritual, celebrated mostly in silence and with all present recognised equally – there is no appointed minister.*

*We welcome all spiritual and community groups to share our meeting house and in making use of our premises you are asked to respect our history and beliefs.*

*The Meeting House consists of: a semi-basement floor, on which can be found the Library and the toilets; the ground floor, consisting of the Meeting Room, where Meeting for Worship is held on Sunday mornings, and an adjacent refreshment area, with direct access to the garden and, on the top floor, a large room which is leased long-term and not available for hire.*

## Terms and Conditions of room hire

### 1. Application

Those interested in room hire are recommended to contact the premises clerk at [premises@bunhillquakers.org](mailto:premises@bunhillquakers.org) in order to discuss needs and check availability prior to application. All new applications for room hire should be made using the booking form available at [www.bunhillquakers.org/premises-bunhill.html](http://www.bunhillquakers.org/premises-bunhill.html)

If a hirer is not known to Bunhill Fields Quaker Meeting, details of the aims and principles of the organisation wishing to hire a room, together with the purpose of the proposed meeting(s), must be provided. No booking will be accepted on behalf of a third party and no part of the premises is to be sublet. Acceptance of the booking will be by e-mail. Keys and appropriate documentation will then be issued to a named 'key-holder'.

### 2. Charges

Charges are made by session and for specific rooms in the building. The current *Schedule of Charges* is available at [www.bunhillquakers.org/premises-bunhill.html](http://www.bunhillquakers.org/premises-bunhill.html). The hirer undertakes to confine their occupancy to the space and times agreed. Bunhill Quakers reserve the right to make additional charges for the use of facilities not agreed in advance.

Payment must be made in advance by BACS, with a recognisable reference, to:

Triodos Bank  
Account Name: Bunhill Fields Quaker Meeting  
Sort Code: 16-58-10  
Account Number: 20564929

It is helpful if a note that payment has been made is sent to [premises@bunhillquakers.org](mailto:premises@bunhillquakers.org). Bookings are held on e-mail acceptance but keys will be activated only when payment has been made.

### **3. Availability**

Rooms are available for morning, afternoon, and evening sessions. We have a number of regular users that restrict occasional availability. There is no availability when the building is in use for Quaker worship – Sunday mornings and on the third Wednesday of each month around mid-day.

Hirers may have access to the premises up to half an hour before the letting time and for half an hour afterwards for the purpose of setting up and clearing up.

### **4. Accessibility**

This historical building has not been adapted for use by people with disabilities. There is access by car to near the front steps. The Meeting House is in the Congestion Charging Zone. Parking in Banner Street and the surrounding streets is possible in the evening and at weekends. Buses are available in Old Street and City Road. Old Street Underground Station is about five hundred yards distant.

### **5. Publicity**

A map is available at [www.bunhillquakers.org/premises-bunhill.html](http://www.bunhillquakers.org/premises-bunhill.html) if hirers wish to give directions to participants in events.

The address of the meeting house is:

Bunhill Fields Meeting House  
Quaker Court, Banner Street  
London EC1Y 8QQ

This address should not be used as a correspondence or business address by any hirer.

Hirers are asked to avoid any implication in publicity or other materials that Bunhill Quakers specifically endorse any activities unless a formal request for such endorsement has been made to, and agreed by minute of, Bunhill Quakers.

### **6. Opening the building**

The named key holder(s) of a hirer will be issued with keys, and will be responsible for unlocking and locking the building at the beginning and end of their session(s). Keys must be signed for on issue. A record of key holders' contact information is kept securely for insurance and security purposes.

The electronic key fob supplied with keys will be activated to allow access for the time of hiring. An electronic record of use is maintained.

Keyholders will be supplied with detailed instructions for opening and closing the building. A copy of these instructions hangs inside the cleaning cupboard door in the refreshment area for reference if necessary. The keyholder is responsible for ensuring that these instructions are followed.

There is no charge for the keys on issue, but a charge will be made for lost or stolen keys. Hirers are responsible for arranging the rooms to their own requirements, and for re-instating all furniture when they have finished.

The meeting house is in a quiet space but is sited in a well-populated inner-city area with many passers-by. Key holders are advised to ensure that a 'doorkeeper' is in place if the front or garden doors are left open at any time.

## **7. Insurance**

The Meeting House is covered by public liability insurance. However, the policy does not cover accidents caused by equipment brought into the building by hirers or by their actions, and the Meeting can take no responsibility for such occurrences. Hirers are advised to ensure that their own insurance covers such eventualities.

## **8. Maintenance of order**

The hirer must maintain good order. The meeting house is in a residential area; amplified music must not be used.

## **9. Cleanliness and the use of alcohol or tobacco**

The hirer must leave the rooms in a clean and tidy condition. Any extra cleaning costs will be charged to the hirer. No alcohol is allowed in the building or in the garden area. No smoking is allowed in any part of the building.

## **10. Damage**

Hirers agree to pay for any damage caused by them or their guests, including extra cleaning, if required.

No posters may be attached to the walls or to the paintwork.

## **11. Electrical equipment**

No electrical equipment may be brought to the premises or used without notice to [premises@bunhillquakers.org](mailto:premises@bunhillquakers.org). The building does not have a TV licence.

## **12. Food and other materials**

Meeting room hirers may bring prepared food into the refreshment area next to the Meeting Room, and facilities are provided to make hot drinks, but it should be noted that the area is not licensed for food preparation.

## **13. Storage of materials**

The meeting house has limited storage space but regular (weekly) hirers may be allocated space for storage of non-perishable materials if available. Any materials left unlabelled and/or in a space that has not been agreed in advance may be removed without notice.

## **14. Review of charges and terms**

Hiring charges and these terms will be reviewed in the Autumn of each year and will apply with effect from January in the subsequent year, both to new and to any existing regular/long-term bookings.

*October 2016*