

**FRIENDS MEETING HOUSE, DORKING: BOOKING FORM**

Person making the booking: .....

On behalf of: .....

Contact: Phone:..... Address: .....

Email.....

Room	Rate per session	Tick if required	Date(s)
Large Hall	£34.50		
Small Hall	£23.00		
Quiet Room	£14.00		
Kitchen	£18.00		
Office	£10.50		

Times of sessions: Morning 9.00-1.00; Afternoon 2.00-6.00; Evening 7.00-10.00  
 Not available Sundays. Availability subject to prior bookings.

**Payment Arrangements**

To be made at least 3 days prior to the day of use, or monthly in advance for repeat bookings.

Cheques to be made payable to *Dorking Quaker Meeting*.  
 Bank Transfers to A/c No. 01153901, Sort code 16-58-10

Payer: Name: .....

Address: .....

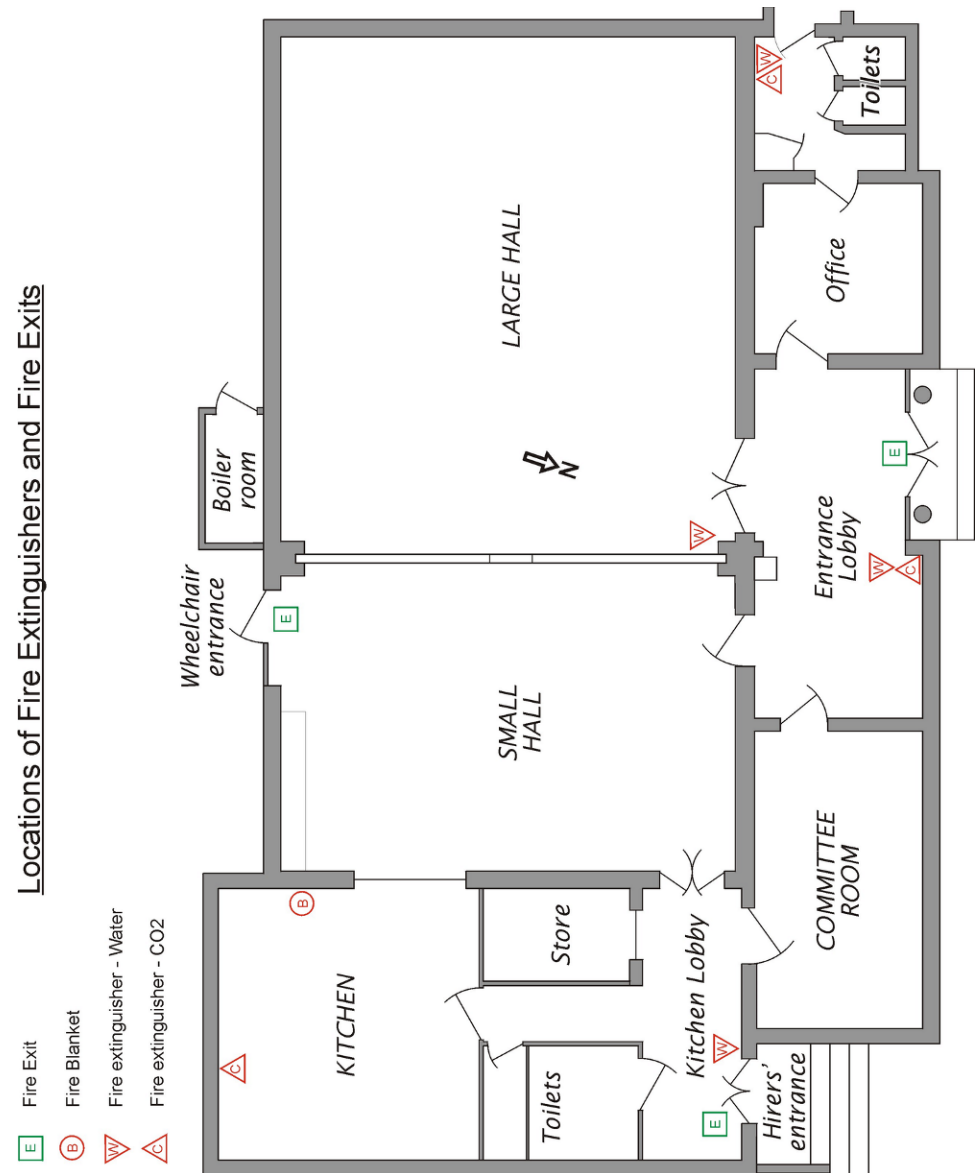
**Signature**

I/we agree to comply with the hiring arrangements overleaf.

Signed:..... Date: .....

**Receipt – Date received**.....

**PLAN OF MEETING HOUSE SHOWING FIRE EXITS AND EXTINGUISHERS**



## **CONDITIONS OF HIRE**

<b>Bookings</b>	All bookings are to be arranged initially via <a href="mailto:bookings@dorkingquakers.org">bookings@dorkingquakers.org</a> . Charges are shown on the booking form attached. We reserve the right to refuse bookings without giving a reason. Regular bookings do not imply the right to storage.
<b>Cancellation</b>	Cancellation of a booking should be made with as much notice as possible. If less than 48 hours notice is given, the full charge will be payable.
<b>Security</b>	The supervisor(s) of each hiring are responsible for security. <b>To deter intruders, users should release the latch on the entry door and ensure the front door is closed when the session starts.</b> A bell at the front door is provided for latecomers.
<b>Fire</b>	Each user group should appoint fire marshal(s) who will be responsible for emergency evacuation of the building, and informing the emergency services, in accordance with the displayed Fire Procedure. They should know the positions of fire extinguishers and the fire blanket (see diagram overleaf). No smoking is allowed in the premises.
<b>Children and Young People</b>	The Hirer shall ensure that any activities for children and young people comply with current child protection legislation. It is the responsibility of the Hirer to ensure that all necessary Child Protection checks have been undertaken before the hire period commences. Dorking Quaker Meeting cannot accept any responsibility for the Hirer's failure to comply with this requirement.
<b>Insurance &amp; Legal</b>	Hirers are responsible for meeting the costs of any damage caused by them to the property or its contents. Hirers must ensure they have insurance against any liabilities which may arise from their use of the premises. The Meeting House policy does NOT cover hirer's property on the premises. Hirers are responsible for meeting any legal requirements such as the Children's Act.
<b>Alcohol and Drugs</b>	Their consumption is not allowed on the premises.
<b>Care of Building</b>	Much of the wooden fabric of the building requires care to prevent its deterioration. Care must be taken to avoid scoring the Small Hall floor. Drawing pins and blu-tack are <b>not</b> to be used in the wooden screen.
<b>Leaving</b>	<b>Hirers should leave the premises in the clean condition in which they found them, and ensure all interior lights are off and outer doors are closed.</b>
<b>Data Protection</b>	Hirers' personal details are used only for the purpose of managing hirings, and are not made available to third parties

## **EMERGENCIES**

<b>Accidents/ First Aid</b>	Record any accident in the Accident Book kept with First Aid equipment in the kitchen.
<b>Emergency Access</b>	If hirers are unable to gain access for a booking, they should contact the bookings clerk for the code to the key safe.
<b>Telephone</b>	The nearest public telephone is about 100 yards west of the Meeting House. In emergency only, the telephone in the office may be used.

## **ENVIRONMENTAL POLICY**

Dorking Quaker Meeting tries to run the Meeting House with respect for people and for the local and global environment. We hope those using the premises will co-operate with our efforts.

**Gas Central Heating** We will set the temperature to a suitable level for you. If you are too hot (or too cold!) please let the bookings clerk know so that they can advise on adjusting the thermostat, and change the setting next time. There are Thermostatic Radiator Valves on all radiators except the under-bench radiators in the Large Hall.

**Electricity** The Meeting is supplied by Good Energy so that all our electricity usage is matched by production from renewable sources. Even so we do not want to waste electricity, so please switch off unnecessary lighting.

**Water** We try not to waste water.

**Waste paper** Please make use of the box in the kitchen beside the waste bin for all scrap paper which, will be taken away for recycling.

**Compost** Please put all used tea bags, any fruit or vegetable scraps and paper tissues in the green container by the garden door. These are added to our compost heap.

**Plastic** Empty plastic milk bottles should be rinsed and put in the recycling box in the kitchen.

**Refreshments** The Meeting uses fair-traded tea, coffee and sugar and organic milk. If you provide your own materials for refreshment we hope you will consider following our example.

**Fridge** The fridge is a low energy-use, non CFC model. To maximise its efficiency and so reduce energy use please leave the door open for as short a time as possible and keep the space-filling bottles in place unless the fridge is full.

You may like to know that the loo rolls are 100% recycled paper, and all soaps and cleaning materials are biodegradable, earth-friendly products.