

Facilities

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.

Use of kitchen to prepare hot drinks, is only available when hiring the Meeting Room. Boiling water tap, crockery, glasses, cutlery are provided. There is filtered water in the fridge.

There is a whiteboard, folding table, and a variety of styles of chairs.

Nothing may be left on the premises without prior permission.

Hiring Responsibilities

The Hirer is responsible for leaving the rooms clean and replacing any furniture which has been moved.

Nothing must be attached to painted or varnished surfaces that may damage them.

The Hirer must report and pay for any damage caused, or extra cleaning if rooms and communal areas are not left in their original state.

Please record any damage or problems on the Incident Log located in the foyer

BFQMH reserves the right to make additional charges for times/space not agreed to in advance. Any changes or cancellation should be notified to the office by email as soon as possible. See cancellation policy overleaf.

Safeguarding

The Hirer must have policies in place to safeguard any children or vulnerable persons in their group and ensure that any statutory checks are complete before the Hire Period commences. BFQMH is not responsible for the consequences of a hirer's failure to meet these legal obligations. Children must be supervised at all times.

Security

BFQMH is not staffed. Please do not leave valuables unattended.

The Hirer may be provided with a key and fob for the entrances, for which a refundable deposit is required.

Fire Precautions and Safety

A Fire Emergency Plan is posted in the foyer, and in which tells you what to do in the event of a fire and/or an alarm. Under the Plan the Hirer must nominate a 'Responsible Person' from their group and ensure that all members are familiar with the Plan, the fire exit routes and muster point.

When setting up furniture, remember to keep fire exits clear and maintain adequate gangways. Do not prop fire doors open.

Sensitive smoke detectors are located throughout the building, and no smoking is permitted on the site.

Hirers are responsible for ensuring the safety of any equipment, including electrical appliances, brought onto the Premises.

First Aid

A First Aid box is located in the kitchen.

Any accidents or injuries must be recorded in the Accident Book, which can be found in the kitchen with the box and reported by email or phone.

Insurance

Any property belonging to the Hirer is left in the building at their own risk.

The Hirer must maintain the necessary insurance for all legal liabilities arising out of their activities while on the Premises including personal injury and death of third parties (including employees and volunteers) and damage to the building or to the property of others.

Advertising, media and the distribution or sale of literature

Invitations to events held at BFQMH must carry the RSVP address of the Hirer and not that of BFQMH. Hirers should seek approval of promotional material featuring the building prior to release. No images of BFQMH may be used by the Hirer for promotion or marketing unless previously agreed in writing.

The Hirer must obtain permission from BFQMH before any of the following activities take place on the Premises:

- I. Any audio or visual recording, live links or photography for external publication or distribution.
- II. The attaching of banners, bills or posters to any walls or fabric of the building or grounds.
- III. The sale of books or other publications.

Any free distribution of literature by the Hirer must be inside the hired part of the Premises and not in the corridors or elsewhere.

The Hirer is responsible for obtaining any necessary licences from The Performing Rights Society and other copyright holders for any media used or activities conducted on the Premises during the Hire Period.

The hire of a room does NOT carry with it any endorsement by Quakers and the Hirer is not permitted to make any claim of such.