

## Acceptable Use

Written details of the aims and policies of those wishing to use the Premises are normally requested to enable KQC to understand their needs and objectives. KQC reserves the right to conduct necessary background checks on any potential Hirer and/or their speakers prior to confirmation of bookings.

A proposed booking may be refused if:

- I. The aims or policies of the Hirer or Guests are in serious conflict with Quaker principles
- II. The Hirer or Guests have been linked to violence or incitement to hatred or violence
- III. Misbehaviour has occurred during a previous hiring or at another Quaker property
- IV. The Hirer persistently breaches KQC Booking Conditions
- V. A contravention of Fire or Health and Safety regulations may reasonably be anticipated.

All current legislation and regulations must be complied with during the Hire Period so as to ensure that no discrimination takes place regarding gender, race, colour, ethnicity, nationality, religion or belief, sexual orientation, disability or age.

No smoking, alcohol, gambling (including raffles) or drugs are permitted anywhere on the Premises.

## Environment

Quakers have a commitment to become a low- carbon, sustainable community and ask you to help by using the containers provided for recycling, composting and landfill.

There is limited parking for disabled use at the front entrance, but ample space in the adjacent Cattle Market car park which also has dedicated spaces for disabled parking. Parking in Fairfield East is for residents only.

Kingston Quaker Centre  
Fairfield East  
Kingston upon Thames  
Surrey KT1 2PT

Kingston Quaker Centre is managed  
by Kingston Meeting House Charity  
Registered charity number: 1136563

Web: [www.kingstonquakers.org](http://www.kingstonquakers.org)

Email: [kqc@kingstonquakers.org](mailto:kqc@kingstonquakers.org)

Phone: 020 3092 8743



Kingston Quaker Centre

## Booking Information & Conditions

### Hire Charges per hour

Valid until August 31<sup>st</sup> 2019

<b>Quaker Meeting Room</b>	<b>£27.00</b>
<b>Hall</b>	<b>£25.50</b>
<b>Large Committee Room</b>	<b>£19.50</b>
<b>Small Committee Room</b>	<b>£11.00</b>
<b>Children's Room</b>	<b>£13.00</b>

Rooms are available between 9am and 10pm Monday-Saturday, and between 1:30pm and 10pm on Sunday.

These rates apply to charities, community groups and micro-enterprises. KQC reserves the right to charge higher rates to other organisations.

All groups containing children aged 2 and under are charged an additional 25p per class to cover additional cleaning costs.

Minimum booking is 2 hours. Additional time charged in 15-minute blocks. KQC does not have staff on site – all hirers must be self organising. Times must include any setting up & clearing away needed.

*Discounts.* All day booking (9am - 5pm): 8 hours for the price of 7, i.e. lunch hour is free of charge. 10% discount for 10 or more sessions paid in full in advance.

*Changes and cancellations.* More than 2 weeks' notice no charge, less than 2 weeks' notice full charge.

## Facilities

Room hire includes use of the kitchen for serving hot and cold drinks, cakes and biscuits, but not food preparation or cooking. Crockery, glasses, cutlery and washing up facilities are provided

Storage lockers with crates are available at a small charge: £1 per week single, £2 per week double. No other storage is allowed unless specific permission has been given.

Wifi is available free subject to the KQC acceptable use policy displayed.

Hearing loops are provided in the Meeting Room, Hall and at Reception.

## Reinstatement

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

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

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

## 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 Centre or to the property of others.

Should an incident occur at the site of a serious nature and/or which might result in an insurance claim the Hirer shall at the earliest opportunity prepare an Incident Report including details of date, time, events and outcome, and email a signed copy to the Administrator.

## Security

The Hirer is responsible for security while their group is using the Centre. Please ensure that all exterior doors are kept closed and locked – do not prop them open.

The Hirer will be provided with a limited number of key cards for the front entrance, for which a refundable deposit is required.

Each room has an entryphone, which can be used to admit a group as they arrive and press the appropriate doorbell. Only admit members of your own group.

## Fire Precautions and Safety

A Fire Emergency Plan is posted in the Gallery, 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 and heat detectors are located throughout the Centre, and no smoking is permitted on the site. The use of candles in small numbers will not normally trigger an alarm, but should a false alarm occur instructions for cancelling it are posted in the front entrance lobby adjacent to the fire alarm panel. This must only be done if and when you are certain no risk remains.

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 Library, and reported to the Administrator.

## Safeguarding

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

## Advertising, media and the distribution or sale of literature

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

The Hirer must obtain permission from KQC 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.