



Sheffield Quaker Meeting House

BOOKING CONDITIONS

- **The minimum booking** is 2 hours within a morning, afternoon or evening session or 3 hours over lunch-time.
- **Please ensure bookings include time to set up and clear up the rooms.** Groups may be charged for use of rooms outside their agreed booking at a minimum half hour.
- **Maximum room occupancy** should not be exceeded.
- **Rooms must be left as found** or groups will be charged a minimum £10 clearing up fee.
- **Unconfirmed bookings** will remain in the diary for a maximum of one month, after which we reserve the right to delete them without notice.
- **Please ensure that orders for refreshments and catering** are correct in advance of the event. We reserve the right to charge as per order.
- **Cancellations** the following charges will apply:

100%	less than five working days
50%	five working days – one Month's notice
No charge	more than one month's notice
- Please ensure **event publicity** states the hirer's contact details.
- **We reserve the right to refuse any booking** not in accord with our Quaker principles and to cancel any booking without notice if necessary for causes outside our control.

User Responsibilities – liability for additional charges

- **Any damage** caused by the room user to the fabric or furniture of the building and any breakages **must be paid for in full.**
- **We reserve the right to charge** if the room(s) require more cleaning than would reasonably be expected.
- **No animals** are allowed in the building with the exception of guide dogs.

Disclaimers

- We accept no responsibility for accidents to room users caused by failure to use equipment properly, or arising from use of equipment, utensils, etc. by inappropriate people (e.g. unsupervised children).
- We accept no responsibility for any loss of, or damage to room users' personal possessions in what is a public building.

This building is a Meeting House of the Religious Society of Friends and its primary use is for Friends to meet together for worship and fellowship. We are happy to welcome others to make use of the building and hope they will treat the premises with respect. There is a no smoking policy and a no alcohol policy throughout the building.

We take the booking of a room to be an agreement to accept and abide by these terms and conditions.