

**ILKLEY QUAKER MEETING HOUSE**  
**Queens Road,**  
**Ilkley, West Yorkshire, LS29 9QJ**

**HIRE AGREEMENT**  
**(Updated following the Coronavirus pandemic)**

**TERMS AND CONDITIONS OF HIRE**  
**(v02 25/8/20)**

1. **BOOKING:** All booking applications must be confirmed in writing on the booking form provided. To help ensure that the Hirer has appropriate insurance liability cover, bookings may only be made on behalf of organisations.
2. **CHARGE, PAYMENT and CANCELLATION:** Only two charging bands apply: for up to 3 hours with a charge of £40 and for up to 8 hours with a charge of £90. Payment must be made exclusively by BACS as per details on the invoice. Bookings cancelled within 7 days of the planned date will incur the full booking charge. Payment arrangements for regular weekly bookings will be agreed on an individual basis with hirers.
3. **CORONAVIRUS RISK ASSESSEMENT:** Ilkley Quaker Meeting has completed an extensive Coronavirus Risk Assessment. This is available on the public website of Leeds Area Quaker Meeting and on request. This should be consulted by the Hirer. Furthermore, as a condition of Booking, the Hirer is required to confirm that they have undertaken a Coronavirus Risk Assessment to the satisfaction of their insurers. A copy of this risk assessment is not required by Ilkley Quaker Meeting but may be requested should a user of the building contract Coronavirus or have been in contact with someone who has coronavirus within the previous 14 days.
4. **REDUCING CORONAVIRUS RISK:** Hirers are required to ensure that they do not knowingly permit any person to enter the building who has any symptom which may indicate the presence of Coronavirus. Hirers are required to follow all current legislation and Government guidance in relation to the use of community buildings.
5. **ENTRANCE, EXIT, KEYS:** In order to reduce the risk of Coronavirus infection, the front door should be used only for entrance to the building. Apart from when locking the building, the fire door to the rear garden from the Meeting Room should be used for exit from the building. Users should follow the path through the metal gate and around the side of the building to access the path to the pavement on Queen's Road. The disabled access door remains available for entrance and exit by users with disabilities. Keys may be collected by arrangement with Margaret Meara Tel: 01943 600806.
6. **COMPLETION OF HIRE:** At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a tidy condition properly locked and secured unless directed otherwise. (see paragraph 13)

7. **FACILITIES FOR HIRE:** In order to manage risks associated with Coronavirus infection, only the Meeting Room is available for hire. Neither the kitchen, social room or any other meeting space should be entered by the Hirer other than in an emergency. The Hirer undertakes to strictly abide by this limitation. Only the grey plastic chairs and the benches may be used, in order to facilitate cleaning. The upholstered chairs must not be used. Only the put-up tables may be used. These are now stored with the grey plastic chairs.
8. **MAXIMUM USERS:** The Hirer shall comply with the revised maximum numbers of users present in the premises at any one time. The numbers have been significantly reduced as a result of national Coronavirus restrictions and guidance. The maximum users are **17 people** (of any age) if 1 metre+ social distancing measures are undertaken or **9 people** (of any age) if 2 metre social distancing measures are undertaken as per Government Coronavirus Guidance.
9. **USER SPECIFIC GUIDANCE:** The Government have published specific guidance for different types of use of community buildings. Hirers should ensure that this is followed when using the Meeting House.
10. **PARKING:** The hire of the premises does not include the use of any parking facilities.
11. **FOOD and DRINK:** Hirers may bring food and non-alcoholic drinks into the building for their consumption or sale. All necessary receptacles or utensils must be provided by the Hirer and these together with any waste food or drinks must be removed from the building at the end of the hire. The waste bins to the front of the building may be used.
12. **TOILETS:** In order to manage risks associated with Coronavirus infection, the former female toilet is CLOSED and must not be entered. The former male toilet is now available for use by any person as is the disabled toilet. Users are required to follow the instruction notices on cleaning toilet surfaces before and after use.
13. **CLEANING:** Cleaning after a Hire will be undertaken by our cleaner. In order to ensure that equipment may be properly sanitized to reduce the risk of Coronavirus infection, Hirers are requested to **please leave out all chairs and tables which have been used in the Meeting Room.**
14. **HAND SANITISATION:** All building users are required to use the hand sanitiser provided when entering and leaving the premises in order to reduce the risk of Coronavirus infection.
15. **SUPERVISION AND RESPONSIBILITY:** The Hirer shall, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight
16. **PUBLIC SAFETY:** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, national Government, the Courts or otherwise, including in connection with reduction in Coronavirus infection. The Hirer shall have in place appropriate insurance liability cover in the event that any user of the building suffers injury or is suspected of contracting Coronavirus during the Hire period.
17. **CORONAVIRUS NOTIFICATION:** If the Hirer learns that any user of the building has contracted Coronavirus or has been in contact with someone who has coronavirus within 14 days previous to the hire date, they **MUST** pass on this information to Ilkley Quaker Meeting without delay. Ilkley Quaker Meeting will comply with all requirements of NHS

Track and Trace legislation and processes. The building will be closed for deep cleaning should coronavirus notification be received.

18. **SAFEGUARDING:** In the event that the hiring involves the attendance of children, young persons under the age of 18 or vulnerable adults, the Hirer confirms that there will be in place appropriate Safeguarding Procedures. The Hirer agrees to ensure that all adults present on the premises are aware of these Procedures and abide by them.
19. **EMERGENCIES:** The first aid kit is now located on top of the piano in the large Meeting Room.
20. **DAMAGE:** The Hirer shall indemnify Ilkley Quaker Meeting for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building, which may occur during the period of the hiring as a result of the hiring.
21. **EXCLUSIONS:** The Hirer shall not use the premises for any purposes other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring on to the premises anything which may endanger the premises.
22. **ALCOHOL:** Alcohol is not permitted on the premises for either consumption or sale.
23. **SMOKING:** The entire premises and gardens are a No Smoking Zone.
24. **MUSIC:** The Hirer undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music.
25. **ELECTRICITY SUPPLY:** It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment.
26. **THEFT:** The Hirer acknowledges that the loss of any items left unattended is not covered by Ilkley Quaker Meeting insurance cover.
27. **CANCELLATION:** The Hirer may cancel a booking up to 7 days prior to the date of the booking at no charge. If cancellation is made less than 7 days before the date of the booking, both the full Hire Charge and Coronavirus Cleaning Surcharge are payable.
28. **BUILDING CLOSURE:** Ilkley Quaker Meeting reserves the right to cancel any hiring in the event of the premises being closed as a result of official orders by the Local Authority, National Government or The Police. A hiring may also be cancelled as a result of Ilkley Quaker Meeting requiring use of the premises for Church activities. In any of these circumstances, both the Hire Charge and Coronavirus Cleaning Surcharge will be cancelled and any prepayments returned in full to the Hirer.
29. **REGULAR BOOKING:** Even if the Hirer has a regular booking for hire of the premises, Ilkley Quaker Meeting reserves the right to review, vary or cancel any such regular arrangements. This right will not be unreasonably enforced.
30. **ACCESS:** The Hirer shall allow any duly authorised representative of Ilkley Quaker Meeting access to the premises or any part thereof at all times during the hiring.

**END**