

Adel Quaker Meeting House, New Adel Lane, Leeds LS16 6AZ

INSTRUCTIONS AND INFORMATION FOR HIRERS

1. Health and Safety

The hirer is responsible for all aspects of health and safety when using the premises:

2. Fire Safety

The hirer must ensure that any naked flames such as burning candles are never left unattended and hot wax does not spill onto the carpet.

The hirer is responsible for familiarising himself/herself with the whereabouts of fire exits, fire extinguishers and the charged torch with its release mechanism. Fire extinguishers can be found at the following points:

- By the left emergency exit in the Meeting Room
- By the inner door of the side entrance
- On the kitchen wall
- By the side-wall exit in the Garden Room

Hirers should note the different types of fire for which each extinguisher is both suitable and unsuitable. This information is displayed on notices immediately above each extinguisher.

The hirer must ensure that everyone using the premises is familiar with procedures to follow in the case of a fire:

- If a fire is discovered the hirer should, if possible close windows, switch off any electrical equipment and phone the Emergency Services.
- The hirer should see that everyone leaves the premises quickly and assembles on the lawn opposite the Meeting House. The fire exits from the Meeting Room and the Garden Room are clearly signed and the side entrance can also be used.

3. Safeguarding Children

The hirer is responsible for safeguarding children at all times when they use the premises. This includes ensuring that:

- the adults looking after them or working with them have been legally cleared to do so:
- there are sufficient adults to cope with the number of children present: and
- the children are closely supervised at all times, especially if they are allowed in the kitchen or in the grounds.

4. Guidance for the use of the premises

Please note that:

A. The privacy of the occupants of the adjoining cottage should be respected.

B. There are no telephones on the premises.

C. Smoking, consumption of alcohol and games of chance are not permitted on or around the premises.

D. Hirers may use the kitchen including the cupboard set aside for their use, the fridge, oven, crockery and cutlery. They should bring their own provisions and tea-towels. If it has been agreed that they can store provisions in the kitchen, they must ensure that these are clearly labelled. Hirers should leave the kitchen as they would expect to find it.

E. Hirers may rearrange the furniture to suit their own use but should ensure that it is put back in its original place at the end of the letting.

Hirers should not fix or stick any charts or papers to any of the walls.

If the floor needs to be cleaned before departure, a vacuum cleaner and brushes and pans can be found in the recess to the right of the disabled toilet. Hirers should leave the premises as they would expect to find them.

F. On departure, hirers should ensure that:

- Chairs are not left stacked against doors, fire exits or fire extinguishers
- Emergency exits and windows are secure
- Interior doors are closed
- All lights are out (toilet lights should go out automatically if toilet doors are firmly shut)

If other hirers remain on the premises, ensure that they are informed of your departure and that they accept responsibility for locking up.

G. Hirers are responsible for any damage they cause and should notify any damage caused promptly. They will be asked to pay for such.

5. Contact in the event of queries or the need for advice

The following people can be contacted:

Main Contact:

Pat Gerwat, 14 Woodlea Lane, Meanwood, LEEDS LS6 4SX

Tel: 0113 289 9626 or email to adelquakers@gmail.com

Other Contacts:

Christabelle Davey, 14 Foxhill Crescent, LS16 5PD. 0113 2752730

Albert Mitchell, 63 King Edward Crescent, LS18 4BE. 0113 2580236

6. Charges

Current hourly charges are (to be reviewed for 2012):

£10 for the Meeting Room

£10 for the Garden Room

£16 for hiring both rooms together

Hirers will be invoiced for payment by the Treasurer:

David Owen, 11 Foxhill Crescent, LEEDS LS16 5PD

Cheques should be made payable to 'Adel Quaker Meeting' and sent to the Treasurer at the above address.

v3 September 2011