



## Framlingham Unitarian Meeting House Guidelines and Conditions of Hire

Charity Reg. No. 262249 Guidelines:

1. We regard ourselves as central to the local Framlingham community and are pleased for individuals, groups and organisations to hire our lovely Meeting House for one off or regular events such as art and photographic exhibitions, meetings and talks. The booking process is simple via our website.
2. Our preferred use of the facilities is for activities that are in harmony with our ethos, values and principles and we will not hire to individuals, groups or organisations engaged in religious or political extremism.
3. Applications from political or religious groups will be reviewed and decided on by the Hiring Committee.

### Conditions of Hire:

For the purpose of these conditions, the term THE HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. (If THE HIRER is in any doubt as to the meaning of the following, a Lettings Manager should immediately be consulted).

1. THE HIRER will, 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 or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. THE HIRER shall ensure that at the end of the session of hire, the table tops are cleaned. All rubbish must be taken away, items such as decorations brought to the premises by THE HIRER should be removed.
3. THE HIRER shall ensure that nothing is done or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
4. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
5. THE HIRER shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
6. THE HIRER shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order and used in a safe manner.
7. THE HIRER shall indemnify the Meeting House against the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.
8. THE HIRER shall ensure that the minimum of noise is made on arrival and departure and accept responsibility for any complaint made under the Environment Protection Act 1990 as amended.
9. THE HIRER must leave the building secured ensuring all windows and doors are locked.

**SMOKING (including Vapes) IN ANY PART OF THE BUILDING IS FORBIDDEN BY LAW.**

Lettings Manager: Carly Holland

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