

FRIENDS COMMUNITY HUB

(Teesdale & Cleveland Area Quaker Meeting - Charity: 118347)

HIRER INFORMATION PACK

Welcome to Friends Community Hub. Please read through this document which contains essential information as well as the terms and conditions of your hire. You will be asked to sign acceptance on the booking form

The space is being run as a not for profit venture by Teesdale and Cleveland Area Quakers having been on a long commercial lease. It is a pilot project until April 2025 to assess viability and contribution to the community.

If you have any questions, please contact the manager. All booking requests should be made via email: hdwmanagementservices@gmail.com or manager@darlingtonquakers.org

For urgent or emergency contact only, the on site warden number is: 07941 338169

The address is Friends Community Hub, 6 Skinnergate, Darlington DL3 7NB

ROOM HIRE TERMS AND CONDITIONS

1. HIRE POLICY

Teesdale & Cleveland Area Meeting (TCAM) welcomes bookings from any organisation whose activities and aims do not seriously conflict with Quaker beliefs. We reserve the right to make enquiries about new groups before accepting a booking and to decline or terminate a room hire contract where we believe the group's activities or aims are unclear or may not be in line with our Area Meeting policy on hiring rooms, which can be found at www.darlingtonquakers.org/room-hireBookings and cancellations

2. BOOKINGS

- All Bookings should be made by email which we aim to confirm within a few days.
- Reservations can be made on application but returned booking form within **one month** (or a month before the start of the booking, whichever is sooner) will be required to hold & confirm the booking.
- The mobile number advertised is only for urgent assistance and should not be used for bookings or other routine administration.
- Cancellations or changes: Once a booking form is received, the booking is confirmed. -
- For 7 day (full week) hirers we expect at least **one calendar month's notice** to change

or cancel a held booking. For one or part day hire, **7 days notice**. Less than this notice, we reserve the right to require full or part payment depending on circumstances.

3. ROOM CHARGES & PAYMENTS

TIME	2024/5 RATE	NOTES
Week (7 days – Mon to Sun)	£200	Not last week of month
5 day block	£150	Only last week of month
3 day block	£100	Only last week of month
One Day (7 hours +)	£85.00	Only last week of month
Per hour	£12.00	Only last week of month

- **Capacity:** 60 people
- Invoices are normally issued at the end of the month of the booking and payment is requested **within 14 days of the invoice date**. In some circumstances we may ask for payment in advance.
- **Payments should be made by electronic bank transfer wherever possible.** Cheques will be accepted but no cash payments.

4. FACILITIES

- The Hub space comprises one room on street level, accessed from the main front doors on Skinnergate. The storage space up the steps at the back of the shop should not be used for public events.
- **ACCESSIBILITY:** The main shop space is the accessed from Skinnergate and is step free. Equipment storage is located up a short flight of stairs with handrail. This is designed for use by organisers only and not for public access.
- **TOILETS:** There is no site toilet but facilities including an accessible toilets are located in the Quaker Meeting House next door. You will be given door code access for these during your induction.
- **CHAIRS/TABLES:** A number of stacking chairs and folding gopak tables are available in the storage area of the Hub. Additional chairs & tables may be available from the Quaker Meeting House depending on other uses. Let us know your requirements at time of booking.
- **KITCHEN:** There is no kitchen facility in the Hub space but the Quaker meeting House kitchen will normally be available to use for drinks preparation if required. Please let us know if this is required when you book.
- Other equipment available: PA system, projector, screen, whiteboard and flip-chart are available. **Note: There are charges to use some items.**

- **WIFI:** You will be able access the Darlington Quakers wifi within the Hub for general email administration, social media, card payment etc purposes. It should not be used for live streaming without prior consent.
- **PUBLICITY & ADVERTISING:** We can display an **A3 landscape format poster** on the advertising board in the Hub window from about 2 weeks before the event. **Facebook:** At the start of the event week, we will post any images and blurb provided to our page and/or share from your page.

5. INSURANCE

- Group Leaders or their organisation are responsible for putting in place any insurance which may be required for their group's use of the Community Hub Space. This includes Public Liability Insurance (PLI) for any events involving the public.
- Any personal property or creative work should be suitably insured against theft or damage whilst in the Hub.
- Group Leaders agree to indemnify Teesdale & Cleveland Area Meeting against any loss of property or liability arising out of their group's use of the Hub.

6. HEALTH & SAFETY

- The Community Hub is not staffed. Group Leaders are therefore responsible for the safety and security of their group whilst in the building.
- **Children must be supervised at all times when using the space.**
- Any electrical equipment brought into the Hub must have current PAT test certification. Speak to us for further information if needed.
- A first aid box is provided in the kitchen of the Quaker Meeting House along with an accident book. If an accident or "near miss" occurs, please record it in the accident book and inform the Manager as soon as possible.

7. FIRE PROCEDURES

- You will be given a short fire safety & building briefing when you first hire our space and occasional refreshers will be provided as needed.
- It is your responsibility as group leader(s) to familiarise yourself with the fire safety procedures and emergency plan posted in the building.
- Ensure you provide suitable briefings on exit routes and gather points to everyone in your group regularly
- You should feel confident to lead an evacuation and account for members of your group. If you need more help, a refresher briefing including for new or temporary leaders please ask.
- Read through the "Fire safety procedures and evacuation plan" at the end of this document.

8. MUSIC & ENTERTAINMENTS LICENCE

Friends Meeting House and the Community Hub are covered by Darlington Quakers Music license for playing of recorded music played during your hire.

- However there is **NO TV license** for the site. Watching of live or catch up TV (Iplayer etc) is therefore not covered. Unless you possess your own TV license AND are using battery not mains device, you will not be covered and could risk a fine.

9. SAFEGUARDING & DBS

- Group Leaders are responsible for maintaining an appropriate policy on the safeguarding of children and adults at risk of harm including obtaining Disclosure and Barring (DBS) clearance where needed.

10. KEYS & SECURITY

- Group leader(s) will be provided with a front door key to the main entrance on Skinnergate which need to be signed for.
- Group leaders are responsible for security whilst in the building.
- Copies must not be made of any keys issued.
- Group leaders must inform us immediately of any loss. A charge may be made for replacements.
- Keys remain the property of TCAM and must be returned at end of hire period.

11. PARKING

- There is very limited space in the Skinnergate car park on the **RIGHT HAND SIDE** of the car park only. (The left hand side is for commercial licensees and must not be occupied by hirers at any time).
- Hub users **MAY** be able to request space for **ONE** car in the car park depending on other demands. Please ask when you book.
- Public car parks near by offer 2 hours free parking at most times

Note: Between 10am & 5pm Skinnergate is pedestrianised zone and the barriers on Duke street are in operation. In most cases, no access to vehicles will be possible during this time.

12. ALCOHOL AND GAMBLING

- **The Hub is an Drug, Alcohol and Gambling free zone.**
- Smoking (including e-cigarettes) is only allowed outside at the front of the building on Skinnergate (not in the burial ground or car park area)
- No alcoholic drinks may be brought in or served in the Hub.
- Our anti-gambling policy includes any games of chance such as raffles and tombolas, even if for charity or fundraising purposes.
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13. FIRE SAFETY PROCEDURES

TCAM is committed to ensuring the safety of all users of Community Hub and preserving the building as a community resource and heritage asset. These Fire Safety Procedures and the Emergency Plan have been produced in order to meet this commitment. If you have any feedback or concerns regarding these procedures, please inform the Manager.

Group Leaders must:

- Ensure that all members of their group have sufficient information and instruction in order to deal with a fire situation.
- Complete a head count of their group each time they are in the building.
- Ensure that the space is not over-crowded to an extent that would impede an evacuation.
Where a group consists of a number of special needs users (e.g. disabled, elderly, children), consideration should be given as to whether these capacity limits should be reduced.
- Ensure any group members with special requirements (e.g. physical or sensory-impairments, elderly or young users) are assigned a “buddy” - an appropriate person who is confident and prepared to aid their evacuation if required.
- Be able to lead an evacuation if required and ensure all members of the group are accounted for.
- Not use any electrical equipment unless it has a PAT testing certificate issued in the last 12 months.
- Ensure group members comply with all fire safety instructions given by the Community Hub manager..

FIRE EMERGENCY PLAN

UPON DISCOVERY OF A FIRE:

- Raise the alarm immediately using the nearest Break Glass call point (situated at all exits).
- Commence evacuation of the premises using the nearest safe exit point
- Do not attempt to tackle the fire unless it is safe to do so and you have been given instruction on the safe use of the fire fighting equipment.
- Contact the emergency services on 999 once you have reached a place of safety.

IF YOU HEAR THE FIRE ALARM

EVERYONE:

- Commence evacuation of the premises using the nearest safe exit point.
- Do not stop to collect personal belongings. Do not try to move a vehicle from the car park.
- Do not attempt to tackle the fire unless it is safe to do so and you have been given instruction on the safe use of the fire fighting equipment.

- Proceed to the Fire Assembly Point - **“Tre Amici Restaurant”**

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GROUP LEADERS AND STAFF:

- Conduct a head count at the Fire Assembly Point.
- When the emergency services arrive inform them of:
 - Any member of the group unaccounted for.
 - Location of the fire, if known.

CONTACTING THE EMERGENCY SERVICES

- If a member of site staff is present (wearing high-visibility vest), they will contact the emergency services. Otherwise do this yourself by ringing 999
- State the premises address: Friends Community Hub, 6 Skinnergate, Darlington, DL3 7NB.
- If possible, call the manager urgent contact number: 07941 338169 to notify us of the incident.