

Garstang Quaker Meeting – Lettings Policy

Welcome to Garstang Meeting House. It is a much-loved, listed building and we hope that its tranquillity and peaceful surroundings enhance your event, meeting your needs and giving you an enjoyable experience. The following booking conditions are designed to ensure your safety and comfort and the overall smooth running of the Meeting House for all who come here.

1) Quakers believe in peace, love to all, and tolerance. Please do not use our Meeting House for any purpose that contradicts these beliefs.

2) Security. The hirer is responsible for the security of the building while using it, and for any keys loaned. After your meeting please make sure all windows are closed and that the three entry doors (Meeting Room, Fellowship Room and stables) are securely locked. (The outer porch door is left unlocked).

3) Gallery: The gallery is not available for use by the hirer.

4) Wheelchair access and toilets. The building has wheelchair access, including ramped access through the stables, and bathroom facilities for wheelchair users.

5) Fire risk. After your meeting please make sure all the heaters are set as instructed. Please do not smoke in the Meeting House or use naked lights.

6) Care of the building. Please make sure that the room is cleared before you leave and left ready for the next users. Please take special care that sharp items such as pins or needles are not left on the floor and are disposed of responsibly. We ask users to take care not to damage the floor (e.g. by wearing stiletto heels or dragging furniture).

7) Insurance. Organisations which hire the property should have their own insurance for public liability.

8) Food and drink. The kitchen can be used for the preparation of hot and cold drinks and food. (Please ask if you would like to use the cooker to warm food). Any food consumption should be confined to the kitchen or Fellowship Room only, and not in the main Meeting Room. Alcohol and recreational drugs are not permitted on the premises. If you can, please take any rubbish away with you when you leave and recycle it, as the Meeting House does not have a rubbish collection.

9) Children. Young children should be very closely supervised if they enter the kitchen. Hirers are responsible for their own child protection arrangements and for registering with the local authority independent inspection unit / Social Services) if required.

10) Recorded Music. The Meeting does not have PRS and PPL licences, so if recorded music is to be used hirers are responsible for ensuring that a licence covers their event.

11) Meeting House track. The track up to the Meeting House is unlit and can be muddy, uneven and sometimes slippery in poor weather. Anyone using the track for a letting should be advised of these risks.

12) Parking. There is very limited parking next to the stables, and it is only for those with mobility problems. Please be considerate to our neighbours and avoid parking in front of the houses and cottages.

Bookings: contact the Meeting Clerk: Daphne Sanders tel 01995 641284 email daphne.sanders@inglewhite.net