

QUAKER MEETING HOUSE, HARTINGTON GROVE

TERMS OF HIRING

1. Quakers welcome a wide diversity of people to use the Meeting House for a wide range of purposes. However, we ask all our users and visitors to respect the fact that this building is primarily a place of worship.
2. Hirers are required to nominate a “responsible person” who will ensure that the terms of the hiring are complied with, and that no nuisance is caused to other users of the Meeting House or to local residents.
3. The charges shown on the booking form become due on the day of hiring, and if not paid in advance, payment should be made by cheque to the Warden on the day of hiring unless other arrangements have been agreed. We regret that we can not accept payment in cash, for security reasons.
4. Smoking is not permitted anywhere in the building or in the gardens. The use of candles and incense are not allowed in the building at any time.
5. Alcohol may not be consumed on the premises without prior consultation with the Warden who in turn will consult with the management committee.
6. Hirers are responsible for the security of the building while they are here. The front door should be locked while groups are in session and attended if left unlocked, for example while attendees are arriving. This may mean making prior arrangements for latecomers (doorbell, knocking on window, mobile phone etc).
7. Hirers using the kitchen are responsible for washing up, returning crockery etc to its correct storage place and leaving the kitchen clean and tidy. The Quaker Meeting has registered its activities with the Cambridge City Council Environmental Health Department, but it is the responsibility of individual groups to ensure that food hygiene regulations are complied with. This could involve separate registration with the local authority. If in doubt, please contact the Environmental Health Department for advice.
8. Hirers are asked to leave rooms in the same condition they were found. This includes clearing rooms after use, where necessary restoring tables and chairs to designated places and placing rubbish in bins provided.
9. Hirers are asked to use only the rooms booked out to them. The period of hire begins and ends at the time advised to the warden, and hirers may have access to the room 10 minutes before and after this to set up and clear up. If more time than this is needed, this must be booked and included as part of the period of hire.
10. Hirers bring equipment and property onto the premises at their own risk. The Meeting accepts no liability for loss or damage. Hirers are responsible for ensuring that all electrical equipment brought for use in the Meeting House is safe and compliant with UK regulations – the usual way of doing this is via a current PAT (Portable Appliance Test).

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11. Where the Hirer brings property or equipment onto the Meeting House premises, and flowing from the presence of that property or equipment the Meeting House incurs a claim under the Occupiers Liability Act or other statutory, common law or contractual obligation to third parties, then the Hirer undertakes to indemnify the Society of Friends against that liability.
12. The Meeting House Public Liability Insurance only covers Quaker events, it does not extend to anything run by other parties. The Society of Friends shall not be responsible for any injury to persons, or loss or damage to any car, bicycle, or other vehicle in the car park or for property brought onto the premises during the hirer's use of the Meeting House, other than injuries caused by the negligence of the Society of Friends.

We strongly recommend that hirers have adequate insurance cover in respect of liability to any persons, or loss or damage to property, including personal injury and death of third parties (including employees and volunteers) and damage to the building or to the property of others, also any specific cover they may need in respect of their own property, or cash or activities during the use of the Meeting House.

13. The hire charge includes electricity and gas for lighting and heating. Hirers are asked to obtain assistance from the Warden rather than to attempt to adjust the heating themselves.
14. If advertising an event/course etc., hirers are asked not to use the telephone number of the Meeting House for inquirers, and make it clear that we are the venue but do not necessarily endorse the activity.
15. Users are asked not to use the Meeting House address for deliveries of letters or packages for their organisation. Letters received may be returned.
16. Cancellation Fees: Where a booking is cancelled with less than 7 full days' notice a 50% cancellation fee will normally be requested. Cancellations made within 24 hours may be subject to a full hire charge being requested. In the event of an amber or red weather warning¹ issued by the Met Office affecting our area, we may cap the charge at 50%.
17. Any front door keys issued to a user remain the property of the Society of Friends and must be returned on request, usually if a user is no longer regularly hiring the Meeting House. Keys are issued on receipt of a £25 deposit which is refundable on return of the key. Keys should not be shared or labelled in any way which identifies the Meeting House.
18. The Society of Friends reserves the right to accept or reject applications for the use of the Meeting House at its sole discretion.

¹ See <https://www.metoffice.gov.uk/weather/guides/warnings> for more information, correct as of 6-Apr-2019

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19. During the COVID-19 pandemic we ask our hirers to observe the following precautions:
 - 19.1. Hirers should prepare a risk assessment for their session and provide a copy to the Warden. It is the responsibility of the hirer to ensure the risk assessment is comprehensive, accurate and is followed during sessions - Hartington Grove does not take responsibility for the approval or implementation of hirer risk assessments.
 - 19.2. We recommend that windows are left open during sessions to provide sufficient ventilation and closed upon leaving for security reasons. By arrangement and where possible when making a booking, the responsible person for an afternoon or evening hire may arrive up to 40 minutes in advance of the start of their session to open windows for ventilation provided they remain present during that time to ensure security of our premises and equipment.
 - 19.3. **This list is not exhaustive and is not intended to replace legal guidelines. Hirers are responsible for remaining familiar with the latest laws and guidelines and ensuring these are followed at all times.**

Last Revised 12-Jan-2023

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DATA PRIVACY NOTICE Cambridgeshire Area Quaker Meeting

1. Who are we?

Cambridgeshire Area Meeting of the Religious Society of Friends (AM) is a registered charity no.1134537. It comprises 8 Local Meetings (LMs) as follows:
Cambridge Hartington Grove, Cambridge Jesus Lane, Cambridge Oast House, Ely, Huntingdon, Peterborough, St Neots, and Wisbech.

2. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the Data Protection Act (DPA) and the General Data Protection Regulation (GDPR).

3. What is processing?

In relation to information or data, Processing means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data.

4. How do we process your personal data?

The Area Meeting complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for the following purposes: -

- To enable us to provide a service for the benefit of Members and Attenders of our Area Meeting as specified in our Governing Document;
- To administer membership, contact and nominations procedures and records;
- To raise funds and promote the interests of the charity;
- To manage our employees and volunteers and hirers of the AM's Meeting House premises;
- To maintain our own accounts and financial records including donations and the processing of gift aid applications;
- To inform you of news, events, activities and services run by the AM and LMs;

5. What are the legal bases for processing your personal data?

We rely on the following lawful bases for processing personal data:

- **Explicit consent** of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about Quaker events. This legal basis for processing is required before any Member or Attender's details are included in the printed AM Address Book. Parental consent is necessary before holding any data relating to children who are not in membership.
- **Contract** is the legal basis necessary for carrying out obligations under employment law for the management of employees, or for the provision of a service to individuals or organisations within the community who may hire parts of our premises.
- **Legitimate Interest** is a basis for the maintenance of membership, financial and other records of the AM and any data relating to individual donations and gift aid.

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6. Sharing your personal data

The personal data for which Members and Attenders have given explicit consent will be treated as strictly confidential and will only be shared with other members of the AM in order to carry out a service to other AM members and regular attenders and to allow members and attenders to contact each other. We will only share your data with third parties outside of the AM with your consent unless legally obliged to do so.

7. How long do we keep your personal data?

We retain data relating to membership permanently; data relating to attenders while it is still current; the charity's annual accounts, gift aid declarations and associated paperwork are kept permanently as well as records relating to marriages or funerals.

8. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which AM holds about you;
- The right to request that the AM corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the AM to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Clerk of Area Meeting at clerk@cambridgesire-quakers.org.uk - or by post to:

The Clerk

Cambridgeshire Area Quaker Meeting

c/o Jesus Lane Quaker Meeting House

12 Jesus Lane

Cambridge CB5 8BA

If you are still unhappy after discussion with the Area Meeting, you can contact the Information Commissioners Office at <https://ico.org.uk>