

NORTON FRIENDS MEETING HOUSE



50 The Green, Norton Stockton on Tees TS20 1DU

(What 3 words: ///sofa.entertainer.code)

Hirers Information pack (version 2025)

Welcome to Norton Friends Meeting House!



We hope you and your group will enjoy your time here and will find the Meeting House a pleasant and useful venue.

This hirer pack sets out some essential information you will need and guidelines for your use of the building.

If you have any questions, please contact the Booking Manager.

All Booking requests should be made via email: Hdwmanagementservices@gmail.com

For urgent or emergency contact only: Helen - 07941 338169

About Norton Quakers

At Norton Friends Meeting you will find a diverse and welcoming community. Our official name is the Religious Society of Friends but we are more commonly known as Quakers or Friends.

Quakerism is rooted in Christianity but, today, Quakers are a broad-based group who believe that there is something of God (or the divine) in everyone. Our testimonies to Equality, Truth, Peace, Simplicity and Sustainability underpin our Faith.

Our Meetings for Worship are held on **Sundays at 10.30 – 11.30am** followed by coffee. They are open to everyone; all faiths and none.

ROOM HIRE TERMS AND CONDITIONS

1. HIRE POLICY

Norton Quaker Meeting 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](http://www.darlingtonquakers.org/room-hireBookingsandcancellations)

2. BOOKINGS

- All Bookings should be made by email which we aim to confirm within a few days.
- Provisional reservations can be made for up to 2 weeks and then should be confirmed or deleted. The signed room booking form returned to us will be required to confirm a booking.
- The mobile number advertised is only for urgent assistance and should not be used for bookings or other routine administration.
- Regular users should ensure bookings are renewed well in advance and not assume automatic renewal.
- Occasionally it is necessary for us to cancel a booking, although we will try to make alternative arrangements (e.g. offering a different room or time). We will endeavour always to give at least 4 weeks' notice of any such cancellation, but as the Meeting House is a place of worship, we may occasionally not be able to do this (e.g. if the building is required for a funeral.) We ask for your understanding in these rare circumstances.
- **Norton Quaker Meeting will not be liable for any loss arising out of any cancellation or alteration of a booking.**

3. CANCELLATION

Seven days notice in writing (email) is required to change or cancel a booking. This should be made by email and acknowledged by us. If less than 7 days notice is given, the full charge will normally be applied though this is discretionary. In some circumstances, we may ask for 50% of the room hire fee or even allow direct transfer of date. No-shows and cancellations with less than 24 hours' notice will almost always be charged at full price.

NB: You Must **ALWAYS** let us know if for any reason you will not be using a hired space, even if no refund is expected. This is a policy requirement in case of any emergency evacuation so we always know exactly who is in the building.

4. ROOM CHARGES & PAYMENTS

Room	A guide to comfortable capacities (seated/mats)	Hourly rate
Main Meeting Hall	40	£12.00
Meeting Room	20	£8.50

- (Prices above as of April 2025)
- Capacity will depend on space/seating arrangements and activity. A visit is encouraged if you are not familiar with the venue.
- Full day rates (6 hours +) are available on request.
- Rates are reviewed periodically and written notice is provided to hirers.
- Invoices are normally issued at the end of the month 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 are currently still accepted but no cash payments..

5. ARRIVAL & DEPARTURE.

- Allowance is given for up to **30 minutes** before and after the booked session to allow for set up and then clear up.
- 30 Minutes is the minimum overlap time we schedule between different groups. Please ensure you finish promptly, especially if another group is waiting to set up after you.

6. FACILITIES

- **ACCESSIBILITY:** The building is fully wheelchair accessible including toilet facilities.
- **WIFI:** Hirers are welcome to use the free wifi in the building. Access details are posted on the walls of both rooms. Live streaming is generally not permitted unless advanced permission has been given.
- **CHAIRS/TABLES:** Both rooms have chairs and tables to configure as you wish.
- Hirers should leave the rooms as they find them (unless other instructions are given). Cleaning materials if required are available in the walking cupboard in the social room
- Please return any furniture or equipment used.

7. INSURANCE

- We always recommend that hirers insure their own group against liability claims and any damage caused to our property (Public Liability Insurance or PLI). The group leader will be asked to confirm details of such cover on the booking form.
- However we recognise for small or adhoc groups this can be a significant financial burden. Where the activity is deemed of low risk to those taking part and to building property, PLI is not now mandatory. The group leader will be asked to initial a disclaimer on the booking form, confirming they understand the risk to themselves and participants.
- Where no PLI is in place, the group leader **MUST** inform all participants (public or members), that they will not be able to make claim any personal injury, loss or theft of property whilst taking part in activities at Norton Quaker Meeting against Teesdale and Cleveland Area Quaker Meeting (charity).

8. HEALTH & SAFETY

- The Meeting House is not staffed. Group Leaders are therefore responsible for the safety and security of their group whilst in the building.
- All building users must take all reasonable steps to safeguard their own safety and that of other users and should comply with any health and safety requirements set out by the booking manager.
- **Children must be supervised at all times** and are not permitted to be in the kitchen.
- Any electrical equipment brought into the Meeting House must have current PAT test certification. Speak to us for further information if needed.
- A first aid box is provided on the window sill in the kitchen. Please record any incidents however small in the accident book and inform the Manager as soon as possible.

9. FIRE PROCEDURES

- You will be given a fire and safety briefing when you first hire our space and then occasional refreshers as required.
- 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 point out nearest fire exits 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.

10. MUSIC, ENTERTAINMENTS & TV LICENCES

- The meeting house does NOT have licences to cover the playing of live or recorded music. You should ensure you have the relevant PRS licence. <https://www.prsformusic.com/what-we-do/licensing-music/do-i-need-a-licence>
- TV: It is also illegal to stream or record live TV Programmes on any channel using devices **plugged into the mains circuit**, whether or not it uses meeting house wifi or own data. This includes streaming and downloading programmes on BBC Iplayer.
- Those with their own licences who are using battery operated devices can view TV and iplayer via NQM wifi.
- Hirers will be liable for any penalty arising from ignoring this warning.
- **For more information** www.tvlicensing.co.uk/check-out-if-you-need-one/business-and-organisations

11. 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.

12. KEYS & SECURITY

- Group leader(s) will be provided with main door keys to the building and code to the gate padlock at the induction.
- Keys & access codes are not to be shared by the group leader(s) unless it is agreed with the Manager.
- Group leaders are responsible for security whilst in the building.

13. PARKING

- Parking on the green, and the drive access which is used by neighbours, or in front of a garage is NOT permitted. Disabled badge holders can park with permission near the gates. Please ensure you park considerately and not so as to cause a nuisance to neighbours.

14. KITCHEN USE

- All groups are welcome to use the shared kitchen facilities as part of their room hire.
- Please follow any specific rules regarding use as posted on the walls.
- Users must provide their own supplies.
- Please ensure you have thoroughly washed and dried up, put everything away, wiped down surfaces and left the kitchen clean and tidy.

- Bear in mind it is likely there will be other groups in the building at the same time as yours. Please keep noise to a minimum in the kitchen and common areas.

15. VALUABLES

- Norton Quaker Meeting cannot be responsible for any property at the Meeting House. Please do not leave valuables unattended.

16. SUSTAINABILITY

- Respect for the environment is an important Quaker principle and we therefore try to ensure our environmental impact is minimised wherever possible.
- Please assist us by using the recycling facilities in []
- The compost caddy in the kitchen is for tea bags and fruit/vegetable scraps
- Please turn off lights and heaters where they are not needed.

17. SMOKING, DRUGS AND GAMBLING

- Smoking (including electronic cigarettes), alcohol, drug use (including legal highs) and games of chance (including raffles and tombolas) are strictly prohibited in the Meeting House or Burial Ground.

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 – see plan at Appendix 1.
- 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 at the Meeting House.
- 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.
- If you have are assigned as a “buddy” to a person with special needs, assist them to evacuate.
- Do not stop to collect personal belongings.
- 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 at the Meeting House.
- Proceed to the Fire Assembly Point – [The Green]

GROUP LEADERS AND STAFF:

- Fully open front door if safe to do so.
- During evacuation, calmly check any rooms to which access is available (e.g. toilets, kitchen) if it is safe to do so.
- Close doors when each area has been evacuated, if it is safe to do so.
- 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
 - Location of building schematics – zone plan at fire control panel.

CONTACTING THE EMERGENCY SERVICES

- Please contact the Fire service mobile phone or near by public phone on 999 and state “Fire”.

- State the premises address: Friends or Quaker Meeting House, 50 The Green, Norton, Stockton on Tees TS20 1DU (What 3 words: sofa.entertainer.code)
- As soon as possible, call the emergency contact number: 07941 338169 to notify us of the incident.