



Oxford Quaker Meeting House
 43 St. Giles, Oxford OX1 3LW
 office @oxfordquakers.org 01865 557373

We are a place of Worship, open to all. Our rooms are also available for hire to groups or individuals whose aims are broadly in sympathy with Quaker values– Peace, Simplicity (and sustainability), Equality and Truth.

BOOKINGS are made through the Meeting House Office: contact Manager Deborah Arrowsmith or Assistant Manager- Jacqui Mansfield.

How it works: Email or call us to discuss your requirements. We will then email a **booking confirmation form** showing dates, times, prices and rooms booked and any refreshments required.

You need to reply to this, accepting these conditions, before the booking is complete and entered in the diary.

Your invoice will be sent out one month prior to the commencement of booking.

PAYMENTS: Full payment for the booking must be received on or before the start date of the booking unless alternative payments have been agreed. Ways to pay (by BACS, or Cheque) appear on all invoices.

CANCELLATIONS: If you have to cancel a booking you need to **give us 2 weeks notice or incur the full charge.**

As a place of worship, the Manager, on behalf of the Meeting, reserves the right to cancel any room booking in the very **rare** event of a Quaker Memorial Meeting or funeral needing to be held requiring access to those rooms. As much notice as possible will be given to the hirer in these circumstances and help given with alternative arrangements.

We will cancel a hiring agreement if payments are not made in due time or if the hirer consistently fails to leave the rooms in a tidy and clean state. Extra charges may be levied in cases where extra cleaning is needed or if property or facilities are damaged.

OUR ROOM CHARGES include setting up and clearing up time, lighting, heating, extension leads, projector and screen hire, wi-fi, flipcharts and paper. The kitchen are fully equipped with crockery and cutlery etc where applicable. Breakages must be reported and we may need to ask for some reimbursement.

There is a two hour minimum charge rate for all room bookings.

Refreshments. We are committed to hospitality and you are welcome to use our tea and coffee trolley in the lobby for a donation. We offer Fair trade teas, coffees and biscuits on a per delegate rate for larger groups. (see below). We don't provide meals but there are many local cafes and delis, and local caterers. Delegates are also welcome to bring packed lunches.

For groups over 10 people who require Teas, coffees and biscuits at break times charges as follows will be added to the invoice. A 10% discount on these charges is offered to charities and block bookers.

Hot/ Cold Drinks only = a charge of £1.50 per delegate per break

Hot/ Cold Drinks and biscuits = a charge of £1.75 per delegate per break

Room Hire Rates - 2019

Ground Floor	Per Hour rate	Capacity	Approx Dims
Garden Room	£24	25	4.5mx5m
Garden Room with kitchen (sole use)	£27	25	
Library	£22	22	4x6m
Meeting House	£36	100	7x10m
First Floor			
Long Room	£22	22	7.3x4m
Short Room	£13.50	6	2.50x4m
Retreat Room– includes small kitchen and loo	£16.50	6	2.5x3.5m

A discount of 10% on the above charges is offered to registered Charities and for block bookings.

Facilities, floor plans, photographs and to find out more-

(about our beautiful and peaceful gardens as well!)- www.oxfordquakers.org

CONTACTS: If a member of the office team or volunteer Friend on duty (FOD) is not available, contact information for staff– via telephone and email -can be found on the office door.

“Its so peaceful and cooperative here”

We ask all who use the premises to be mindful of others, to restrict noise to a minimum, especially when entering and leaving, so as not to cause disturbance to others who may be in quiet meetings or therapy sessions and leave the rooms tidy as they find them.

Hirers are advised to look after their own possessions and keep them within view.

We cannot be held liable for any losses to hirer's property. Lost property is collected, held for one month in the office and then disposed of.

We are a no alcohol venue: Smoking, gambling and the consumption of alcohol are not allowed anywhere on the premises. The office staff must be consulted before any open flame or candle is used on the premises. Nothing may be pinned to a wall unless on a notice-board.

PUBLICITY. Posters or leaflets for events may be displayed in the entrance hall with permission from the office staff. Recording of any event must first be agreed with the office staff.

GARDEN. Hirers are welcome to enjoy the gardens while being mindful of others use of the premises at the time.

TRAVEL. We recommend using Park and Ride as City Centre parking is very limited. We are a short walk from the Bus Station (10mins) and train station (15 mins). Blue badge parking is available near by.



Ports on our
Epson
projector:
HDMI
VGA
RCA
S-Video
DFP
DVI

PROJECTION EQUIPMENT must be booked in advance. We supply screens and a data projector– **hirers must supply a laptop/tablet and their own connecting leads.** Here is a view of the back of our data projector to help you! If in doubt call in advance of booking.

KITCHEN. Hirers must leave the kitchen clean and tidy for the next users. All breakages must be reported to the office and paid for.

FAIRTRADE AND RECYCLING. Oxford Quaker Meeting works towards sustainability, and uses fairly traded products whenever possible. We encourage hirers to support this work. We recycle as much waste material as possible– please use the right bins and **take away your excess rubbish.**

ACCESS FOR ALL. We have ramp access to 43, a fully accessible toilet in 43, level access to the Meeting House where there is also a fully accessible toilet. A hearing loop is available for the Meeting House and Garden Room. Blue badge parking is available near by.

PUBLIC LIABILITY. The premises are covered by Public Liability insurance. No responsibility can be accepted for property left unattended, or for injury caused by users' negligence. Hirers are reminded they must have adequate insurance cover against any claims in respect of injury caused as a result of an activity for which the hirer is responsible. Accidents, injuries or incidents must be immediately reported to the office. Hirers may be asked to provide a risk assessment of their activities within the buildings or garden.

FIRE. All who use the premises are asked to make themselves aware of the information on the Fire Notices in each room, note the location of the fire extinguishers and First Aid Boxes and the postcode of **43 St Giles' OX1 3LW** in case of emergency calls. Group leaders are responsible for Identifying the number in their group in the event of a fire. The Muster point is outside the building on St Giles.