

**Redland Quaker Meeting**  
**126 Hampton Road. Redland. Bristol.BS6 6JE**

*Wardens: Bill & Louise Thatcher, 128 Hampton Road. Redland. Bristol.BS6 6JE*

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## **INFORMATION FOR USERS OF THE MEETING HOUSE**

September 2018 - July 2019

Redland Meeting House is near the top of Hampton Road, on the corner of Leyton Villas; Hampton Road is parallel to Whiteladies Road.  
Bus No's 9 or 509 from the City Centre and Temple Meads, stop around the corner on Clyde Road

### **Rooms available**

The following rooms are available for letting from 9.a.m. to 10.p.m. Monday to Thursday inclusive, except during August and Bank Holidays when the Meeting House is closed.

**Ground Floor**                      The Community Room holds up to 35 people

**First Floor**                         Meeting Room holds up to 100 people  
Library holds up to 40 people

### **Charges**

All price per hour. Please include time for setting up & clearing away in your booking.

<b>Meeting Room</b>	£22.00 per hour	Concession £18.65 per hour
<b>Library</b>	£16.50 per hour	Concession £14.75 per hour
<b>Community Room</b>	£13.20 per hour	Concession £11.00 per hour
<b>Crèche</b>	£6.30 per hour	
<b>Add-ons:</b>		
<b>Ground Floor Kitchen</b>	£3.00 per booking	
<b>First Floor Kitchen</b>	£5.00 per booking	

**Bookings** Please aim to book well in advance and confirm in writing or by using our booking form if appropriate. If you are a regular user, advise us of holiday's breaks in good time. A minimum of a week's notice of cancellation should be given, otherwise you will be charged for the use of the room.

**Fees** Payments can be paid by cash, cheque made payable to *Redland Quaker Meeting* or by E payment – details can be provided by warden

**Insurance** The Meeting House has Public Liability Insurance, but is not responsible for your groups, and you are advised to supply your own insurance needs.

**Advertising** The Society of Friends does not necessarily endorse the views of groups using the Meeting House. On your advertising material, please use the address only and not the title “Society of Friends”. We are pleased to display notices and leaflets about activities if you leave them in the tray on the window ledge at the bottom of the stairs

**Parking** The Meeting House is situated in a residents parking zone there is parking available for non residents on Hampton Road via a meter charge

**Bicycle parking** Cycle racks are provided on the forecourt. (Cycles must **not** be brought onto the building.)

**Access for the Disabled** There is a ramp to the front door. There is a lift to the first floor. All Rooms are accessible for wheelchairs except the library, which has four steps at its entrance. Toilet facilities for wheelchair users are also available.

**Fire Escape** In case of fire please follow the fire instructions signs, which are posted around the Meeting Room. The main fire escape is through the front door, the alternative route is down the back staircase.

**Chairs** Chairs are stacked in the Meeting Room & behind the false wall in the Library, and should be replaced after each meeting. Chairs for the Community Room are kept under the back stairs, please return after use. **NB: please stack only eight high.**

**Curtains** If you need to draw the curtains please check whether they work by cord or not, and if so please use carefully.

### **General Use**

Please respect the needs of local residents and other users.

Do not use any room you have not booked.

Children must be supervised at all times & not allowed in the kitchen unaccompanied by an adult.

While you are in the Meeting House your property is your responsibility, but please contact the Wardens for lost property.

Please inform the Wardens if anything is broken or damaged.

Please do not stick any thing on the walls.

**Music and Dancing** The Meeting House is not licensed for music & dancing and the use of amplifiers is not allowed.

**Electrical Equipment** We are required by law to have all of our electrical equipment checked annually, and each piece of equipment is labelled to prove that it has been checked. Any electrical equipment e.g. projectors, which groups bring on the premises must also be checked & labelled by a qualified electrician. Please do not charge mobile phones using the Meeting House electricity.

**Kitchen** The following equipment is available: Gas Cooker, Microwave Oven, urn, kettles, jugs, cups, saucers, large & small plates, cutlery, some pans and cooking utensils. Please bring your own provisions and **ensure that the kitchen is clean and tidy when you leave**. The kitchen may often be shared with other groups. We have limited availability for disposal of rubbish, if more than one bin bag is used; please take your excess waste (including cardboard boxes & recycling) with you.

**When you leave** A condition of the letting is that you leave the rooms you have used as you find them. Please sweep the floor or vacuum the carpets as necessary. There is a vacuum in the cleaning cupboard at the bottom of the main stairs. If you are the only group in the building please ensure that the toilets are flushed

**Please finish promptly to avoid inconvenience to other users and the Wardens**

Redland Meeting House is a pleasant and friendly place in which to hold meetings.

We hope you will enjoy being here.

The Wardens will be happy to help you with any difficulties or questions, but please try to avoid contacting them after 9.30.p.m. and on Fridays & Saturdays.

#### **Please Note**

**Smoking, drinking, gambling, lotteries and raffles are not allowed**