

Bookings for Meetings at Priory Rooms - Guidelines for CEQ Committees and Groups (March 2012)

These guidelines are a reminder for those (usually clerks of committees and groups) wishing to make a booking at Priory Rooms. In the present economic climate it is necessary for us to give as much support as possible to Priory Rooms and to be aware of the work that they are doing. If Priory Rooms is running successfully, it benefits all of us in CEQ.

Bookings: There is no charge for a room booking for any of the recognised committees and branches of CEQ, which are as follows: Trustees and Trustee Committees, Clerks' Planning Group, Elders Support Group, Overseers Support Group, Asylum Group, Children & Young People's Committee, Christmas Parcels Committee, Community Justice Group, Education Committee, Newsletter Group, Nominations Committee, Outreach Committee, Peace Committee, Susanna Cole & Charities, Website Committee, West Midlands Quaker Peace Education Project (WMQPEP),

(It is unlikely that the Ecocentre Committee or Northfield Development Group would wish to book at Priory Rooms, since they have their own premises.)

Notice: Adequate notice (2 – 3 weeks if possible) should be given when booking. Quaker groups who require a meeting room should contact either the Conference Co-ordinator or the Centre Manager. The preferred method is by email or telephone (*see details below*). If booked by phone, an email will be sent to the booker to confirm the details. All details of the booking will then be entered into the booking system and the most appropriate room assigned. Any amendments to the original booking should be made in writing to either the Conference Co-ordinator or the Centre Manager. Please remember to state the name of the committee, the number of people who will be attending, whether refreshments are required and for how many, and any equipment required.

Availability: The Priory Rooms and Bull Street Meeting House are open and available for use by Area Meeting committees and groups during the following times:

Mondays 9am – 5.30pm (until 9pm when Nominations Committee meets)
Tuesdays 9am – 9pm
Wednesdays 9am – 9pm
Thursdays 9am – 9pm
Fridays 9am – 5.30pm
Saturdays 9am – 4.30pm

Daytime: Priory Rooms wish to keep as many rooms as possible available for commercial clients, and CEQ will therefore usually be allocated one room only for daytime meetings.

Refreshments: Trustees Finance Committee has already provided detailed guidelines on policy and procedures for refreshments. Please ask the Area Meeting Secretary for a copy of these, if required.

In brief: Coffee and tea are usually available free of charge for committee meetings, though Priory Rooms may charge for meetings involving large groups. Simple refreshments may be provided for late afternoon or evening meetings. The request should be made to PR when booking, or soon after. The cost of refreshments will be met by the committee or group making the booking, if they have their own bank account (please supply details of where to send the invoice). In other cases, the cost will be met from the CEQ General Fund.

Please remember: Priory Rooms staff will do all they can to help us, but they are running a business and we need to do all we can to help them. Again, their success benefits all of us.

Contact details for bookings:

Telephone: 0121-236-2317

Conference Co-ordinator: Hannah@theprioryrooms.co.uk

Centre Manager: Andrew@theprioryrooms.co.uk