



Central England Quakers  
Trustees

First approved (by Warwickshire Monthly Meeting), April 2007  
Last revised October 2019

## BOOKING OF PRIORY ROOMS BY CEQ & NON-CEQ QUAKER GROUPS

### BACKGROUND

Free use of rooms at Bull Street by official CEQ committees and groups has always been provided under the terms of the Management Agreement between CEQ Trustees and Priory Rooms (Bull Street) Ltd.

Some time ago it was agreed that other Quaker Groups (outside Central England Area Meeting) should be offered a discount, with the shortfall in revenue to Priory Rooms funded, in the form of a subsidy, from the CEQ General Fund, administered by the General Fund Treasurer.

### PROCEDURE

CEQ Quaker groups comprise Local Meetings, Branches (Area Meeting projects or committees with a bank account) and Committees, and the current groups are listed in an attached schedule. This will be updated periodically. These groups are entitled to free use of rooms for meetings, subject to availability and subject to some conditions set out below.

*Note that for ad hoc meetings (eg Audit Planning, Treasurers and Examiners meetings, Gatherings of Premises Committee Convenors) those booking the room(s) must advise Priory Rooms of the host group (per attached schedule - eg Trustees Finance or Property Committee) so that Priory Rooms can verify that it is an authorised meeting, and know who to charge for any costs).*

All informal groups now have to be registered as Quaker Recognised Bodies, therefore, when a booking is made by a Quaker group outside CEQ, and if special terms are requested, Priory Rooms staff will check whether the group is listed in the Directory of Meetings or at

**[www.quaker.org.uk/our-organisation/quaker-groups](http://www.quaker.org.uk/our-organisation/quaker-groups).**

If they are, they will be offered a 50% discount off the basic room hire charge.

Priory Rooms staff will refer the enquiry to two Trustees (currently the Clerk to Trustees and Clerk to Finance Committee) if the group is either not listed **in the Directory of Meetings or the website listed above** or if the 50% discount is not accepted by the group. These two Friends will liaise with each other and CEQ General Fund Treasurer, as necessary, and recommend a response. If the decision is not acceptable to the group making the booking, Priory Rooms staff will ask the group to apply in writing to CEQ Trustees (via the Clerk), to enable the Group's case to be considered by Trustees, or in exceptional circumstances by area meeting itself. The invoice for the room hire will be split by Priory Rooms, with 50% (or the agreed discounted price, if different) invoiced to the group concerned and the balance invoiced to CEQ (General Fund).

Adequate notice (2 – 3 weeks if possible) should be given when booking. Quaker Groups who require a room should contact either the Sales Manager 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 Sales Manager or the Centre Manager.

Special terms for both CEQ and non-CEQ group bookings apply to basic room hire only, and not to refreshments. **All food and drink ordered by the non CEQ group concerned must be charged at the normal commercial rate. There is a refreshments policy for CEQ groups.**

**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 but please refer to the section on "Restrictions"

Mondays 9am – 5.00pm (until 9pm when Nominations Committee meets)  
Tuesdays – 5.00pm - 9pm  
Wednesdays 2.30pm– 9pm  
Thursdays 5.00pm – 9pm  
Fridays 9am – 5.00pm  
Saturdays 9am – 5.00pm

**RESTRICTIONS:** Priory Rooms is a business and CEQ Trustees must ensure that the use of rooms on special terms by Quaker groups is reasonable.

- Free use or special terms for a particular meeting or event will apply to only one room and only one day.
- No rooms are available to CEQ groups free of charge on Tuesday, Wednesday & Thursday between 9am – 5pm. The only exception to this is the Reading Room which will be reserved for mid-week Meeting on Wednesday, and will be available for other Quaker group meetings (subject to availability) in the afternoon.
- A maximum of two rooms can be allocated for CEQ groups on a Saturday free of charge
- If the booking involves more than one room, takes place over more than one day, or requires the use of the above rooms on restricted days, then the additional rooms, additional days or use of the above rooms on the restricted days will be charged to CEQ groups at the 50% discounted rate (with a subsidy from the General Fund as above) and to non-CEQ groups at the normal Priory Rooms preferential charity rate. Bookings which require a subsidy from the CEQ General Fund of more than £100 + VAT will be referred to the General Fund Treasurer, and CEQ Trustees reserve the right to negotiate alternative terms in such cases.
- In the case of multiple bookings by a number of Quaker groups for a particular day, these would need to be co-ordinated to share the available room across the day or on a first come first serve basis.
- At the discretion of Priory Rooms, if commercial demands are low, an additional room may be allocated
- The Quaker Room on the 2<sup>nd</sup> floor and Peace Hub basement are often available for booking for small and informal meetings. *(Please note that the Quaker room has a stairlift but no wheelchair access, and the Peace Hub basement has neither a stairlift nor wheelchair access).*

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

Sales Manager: [Hannah@theprioryrooms.co.uk](mailto:Hannah@theprioryrooms.co.uk)

Centre Manager: [Andrew@theprioryrooms.co.uk](mailto:Andrew@theprioryrooms.co.uk)

**On behalf of Trustees:-**

**James Bradbury, Treasurer to CEQ Trustees**

**Wendy Burnett, Bull Street Premises Group & Bull Street LM**

# CEQ Meetings, Branches and Committees, October 2019

**Local Meetings: If a Local Meeting books a room (not subject to restrictions) – payment only required for refreshments as detailed in the policy on refreshments**

Barnt Green and Redditch

Bournville

Bull Street

Cotteridge

Coventry

Edgbaston

Hall Green

Hartshill

Kings Heath

Northfield

Selly Oak

Solihull

Stourbridge

Sutton Coldfield

Walsall

Warwick

**Branches All these branches have their own bank accounts and should, therefore, pay for refreshments as detailed in the policy on refreshments**

Community Justice Group

Peace Committee - **Including Asylum Group**

Quaker Christmas Parcels Committee

West Midlands Quaker Peace Education Project

CEQ Peace Hub

JYF

Judith Chapman - Treasurer

Peter Doubtfire - Treasurer

John Ironside - Treasurer

Sara Hagel - Director

James Bradbury – Treasurer

John Harding - Treasurer

## **Committees and groups**

Area Meeting      **paid from CEQ General Fund**

**These below are paid out of the relevant budget heading (includes “other groups”) by the CEQ General Fund**

Nominations Committee

Elders & Overseers Support Group

Children & YP's Committee

Outreach Committee

Communications Committee

AM Clerking Team

Low Carbon Commitment Forum

Talking Friends

**Trustees and Trustee committees – paid from the relevant CEQ Trustee account**

Trustees

Trustees Finance Committee

Trustees Property Committee (also PMC subgroup, and BSPG)

Trustees Employment Committee

Trustees Records Advisory Committee

Trustees Governance and Compliance Committee

**“Associated Charities” – refreshments paid by the groups concerned**

Charities of Susanna Cole & Others

Old Peoples Fund Trust

Woodlands Quaker Home