



Central England Quakers Trustees

First approved (by Warwickshire Monthly Meeting), April 2007 Last revised April 2023

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

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. These groups are entitled to free use of rooms for meetings, subject to availability and subject to some conditions set out below.

Special terms for both CEQ and non-CEQ group bookings apply to room hire only, and **not** to refreshments.

There is a refreshments policy for CEQ groups.

All food and drink ordered by non CEQ group's will be charged at the normal commercial rate.

AVAILABILITY:

The Priory Rooms and Bull Street Meeting House are open and available for use by CEQ Area Meeting committees and groups during the following times but please refer to the section on "Restrictions"

	1st Room - CEQ Group pays	2nd Room – CEQ Group pays	
Mondays 9am – 5.00pm	Free	discounted charity rate	
Tuesdays 5.30pm - 9pm	Free	discounted charity rate	
Wednesdays 3pm – 9pm	Free	discounted charity rate	Reading room free for mid-week meeting (and other CEQ groups afterwards, subject to availability)
Thursdays 5:30pm – 9pm	Free	discounted charity rate	
Friday 9am – 5pm	Free	discounted charity rate	
Saturday 9am – 5pm	Free	Free	

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 and will not include the Main Meeting House, George Fox and William Penn.
- A maximum of two rooms can be allocated for CEQ groups on a Saturday free of charge and will not include the Main Meeting House, George Fox and William Penn.
- 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 at the usual charity discount rate.

Non-CEQ groups will be charged the normal Priory Rooms preferential charity rate in line with the conditions set out in the section 'Non CEQ Groups'.

- 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 or larger room may be allocated.

- The Quaker Room on the 2nd 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).*

CEQ Meetings, Branches and Committees, March 2023

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 (invoice LM directly)

Barnt Green and Redditch

Bournville

Bull Street

Cotteridge

Coventry

Hall Green

Hartshill

Kings Heath

Selly Oak

Solihull

Stourbridge

Sutton Coldfield

Walsall

Warwick

Branches (invoice Principal Officer)

Community Justice Group

Peace Committee - Including Asylum Group

Quaker Christmas Parcels Committee

Peacemakers

Peace Hub

Committees and groups (invoice PO)

Area Meeting

Nominations Committee

Elders & Pastoral Friends Support

Children & YP's Committee

Outreach Committee

Communications Committee

AM Clerking Team

CEQ Climate Emergency Action

Talking Friends

Responding to Racism Group

Special Working Group (Area Meeting)

Trustees and Trustee committees (invoice PO)

Trustees

Trustees Finance Committee

Trustees Property Committee (also BSPG)

Trustees Employment Committee

Trustees Records Advisory Committee

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).

“Associated Charities” (refreshments paid by the groups concerned. Invoice directly.)

Charities of Susanna Cole & Others
Old Peoples Fund Trust
Woodlands Quaker Home

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 (*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.

NB: No rooms are available to CEQ groups free of charge on Tuesday, Wednesday & Thursday between 9am – 5:30pm. 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.

Non CEQ Groups

Informal or non-CEQ groups (any day / any time)

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.

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

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).

Non listed groups

Priory Rooms staff will refer the enquiry to two Trustees (currently the Clerk to Trustees and AM Treasurer) if the group is either not listed **in the Directory of Meetings or the website listed above**. These two Friends will liaise with each other and CEQ Principal Officer, as necessary, and recommend a response.

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).

Discount dispute

If the 50% (or other amount) discount is not accepted by 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.

Contact details for bookings:

Sales Manager: Hannah@theprioryrooms.co.uk / Nikki@theprioryrooms.co.uk

Centre Manager: Andrew@theprioryrooms.co.uk

Telephone: 0121-236-2317