

# FRIENDS MEETING HOUSE

Booking Pack for Community Users



## Welcome

Bakewell Friends Meeting House is the home of the Bakewell Quaker Meeting. We welcome all to our lovely historic building.

With a choice of three rooms of varying size it is a versatile and convenient meeting place near the centre of Bakewell. Local voluntary societies, yoga, drama and learning groups and private clients are among our users.

We invite enquiries for appropriate use of any part of the building in any part of the day, except Sunday morning when it is used for Quaker Meeting for Worship, at which all are welcome.

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Friends Meeting House • Chapel Row • Bakewell DE45 1LS

[friendsmeetinghouse@bakewellquakers.org](mailto:friendsmeetinghouse@bakewellquakers.org)

[www.bakewellquakers.org](http://www.bakewellquakers.org) • 07871 927878

## FRIENDS MEETING HOUSE BOOKING PACK

### First Booking

Before making a booking, open the [Meeting House Bookings Calendar](#) and identify a date for the room you wish to book and check the information about our [Rooms and Rates](#).

To make your first booking email us at [friendsmeetinghouse@bakewellquakers.org](mailto:friendsmeetinghouse@bakewellquakers.org) or phone us on **07871 927878**. You'll need to provide the following information:

**The group** : its name and its activity, and whether it is a business or a community group;

**Contact details** : the group leader, their phone number, email and postal address;

**Invoice details** : the name and the email address for invoices;

**The room** : with the dates and time you would like to book.

**Insurance** : One-off and occasional hirers, if their activities are non-commercial, non-political and non-activist, may be covered by our public liability insurance. Please ask for details and a form to complete.

Once we have registered you on our booking software Hallmaster, it will request you to confirm your email address. Your booking will then show on our calendar.

Please contact us to arrange a short briefing before or at the start of your first session so we can show you round the Meeting House, its facilities and health and safety.

In making a booking you are accepting our [Terms and Conditions](#).

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Once a first booking has been made subsequent bookings are by email request to the Meeting House manager at [friendsmeetinghouse@bakewellquakers.org](mailto:friendsmeetinghouse@bakewellquakers.org).

You will be invoiced for your bookings at the end of the month. We prefer direct payments to our bank, but we can accept cheques or cash by arrangement.

[Rooms and Rates >](#)

## FRIENDS MEETING HOUSE BOOKING PACK

### Rooms and Rates



#### Main Hall

A downstairs room with level access and seating for 50 people. There is large blank wall space for projection and hearing loop system. The room has a light and roomy feel.

General users	£32.00
Voluntary groups	£26.00



#### Wyn's Room (upstairs)

Access is by shallow stairway and the room seats 30 people. A quiet, private and comfortable room, popular with small groups and for one-to-one conversations.

General users	£24.00
Voluntary groups	£20.00



#### Small Meeting Room

Downstairs room with level access and seating for 10 people. It has a serving hatch to the kitchen. It is popular for discussion groups and committee meetings.

General users	£18.00
Voluntary groups	£16.00

#### Prices are per session

Morning sessions	from 9am - 1pm
Afternoon sessions	from 1pm - 5pm
Evening sessions	from 6pm - 10pm

#### Extras

The Meeting House has a well equipped kitchen that community users are welcome to use. A good quality projector is available for use.

There is scope for flexibility with session timings depending on other users.

[Terms and Conditions >](#)

## FRIENDS MEETING HOUSE BOOKING PACK

### Terms and Conditions

The Meeting House is used regularly for worship and other activities by Bakewell Quakers. We hope that you will respect this use and that you will find the atmosphere quiet and friendly.

Please take time to read these terms and conditions. In making your booking you are confirming your understanding and compliance with these conditions.

#### Please observe the following conditions :

- No smoking or consumption of alcohol on the premises.
- You may arrange the furniture to your requirements, but please stow away furniture after use. Please leave the room tidy and as you would expect to find it.
- Groups wishing to make use of the kitchen should follow sensible food hygiene practices and ensure the kitchen is thoroughly cleaned after use. Please follow instructions for disposal and recycling. No more than 5 people should be in the kitchen at one time.
- Please bring your own tea, coffee etc. We do not provide these.
- A first aid kit can be found in the kitchen.
- Please do not touch the heating controls except for the room thermostats. Please return these to previous settings on leaving.
- Do not leave any valuables unattended in the entrance halls.
- Any items left by users will be placed in our lost property box in the upstairs toilet and kept for 3 months.
- Please check that the outside doors are all locked and the windows closed when you leave the building. The front door is **not** self-locking – it **must** be locked with the key.
- Authorised Keyholders are responsible for security and use of their key. Keys may only be used for access to the building during the times booked.

#### Please read our [Health & Safety Policy and H&S Risk Assessment](#) and, in particular note that:

- The group leader or their nominee takes responsibility for Fire Action and Evacuation of the Meeting House in an emergency (briefing and information provided).
- Ensure that any equipment bought into the Meeting House is in safe condition and has been appropriately PAT tested (we can provide free PAT testing for your equipment).
- Where the Meeting House Risk Assessment does not cover all your activities you should provide an extended risk assessment that covers your activities.
- Our insurance covers your occupancy of the Meeting House but not your activities. Regular community users should arrange appropriate insurance for their activities in the Meeting House.
- However one-off and occasional hirers, if their activities are non-commercial, non-political and non-activist, may be covered by our public liability insurance. Details on request.

#### Please review and implement [safeguarding responsibilities and requirements](#) in particular:

- Groups specifically for children and young people or for adults with care and support needs are required to have a safeguarding policy in place and have carried out DBS checks.

[General Information >](#)

# FRIENDS MEETING HOUSE BOOKING PACK

## General Information

### Entrance to the Meeting House

The building is not permanently attended, and access is gained by key. Regular users are offered their own key to the building on payment of £10 refundable deposit. Others will be told where to pick up and return a key.

There is step-free wheelchair access to the lower floor of the building and a toilet adapted for people with disabilities. There are also two further toilets, one downstairs and one upstairs.

### Operating in the Meeting House

When not in use, the floor space of all rooms is kept clear, with chairs and tables stacked in our storeroom downstairs or at the sides of the room upstairs. Please appoint someone in your group to

- set up the room on arrival;
- clear and store furniture after your session and leave the room as you would expect to find it;
- ensure that evacuation routes, corridors and stairs, are kept clear.

### Heating

The heating controller is in the kitchen and is set each week for the users of the Meetings House. If the heating is not working push the **BOOST BUTTON** for your room. But please don't alter the controller in any other way. You can control the temperature by the room thermostats but please leave the heating thermostat at its centre point when leaving.

### Kitchen

Kitchen facilities are available to all users in cooperation - please be sensitive to others, especially users of the small downstairs room. There is an urn with constant hot water for making hot drinks, and plentiful crockery, cutlery and glasses, also a domestic cooker. Use of a fridge is available on request. Tea, coffee etc. are not provided, nor are tea towels.

### Parking

Parking is restricted; there is parking space for 6 cars. Priority should be given to people who find mobility difficult or are carrying heavy loads. Parking is limited to people using the building. Always leave adequate access for emergency vehicles and avoid blocking the footpath that runs through the garden.

Two planters can be found on the edge of the parking area, which act as bike racks Please respect our burial ground and do not drive on the grass .

### Emergency

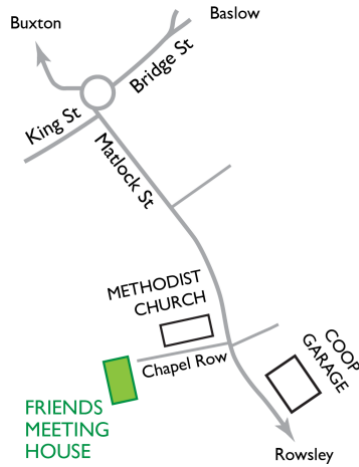
In an emergency, contact one of the following:

Manager:	Charles Monkhouse	07871 927878
or:	John Wood	01629 650264
or:	Ros Stokes	01629 810343

[Directions >](#)

# FRIENDS MEETING HOUSE BOOKING PACK

## Directions



The Meeting House is situated just off the A6 Matlock Street, about 300m south of Bakewell Town Centre, at the end of Chapel Row (marked as Chapel Lane on some maps). The postcode is DE45 1EL. The entrance is a narrow lane between Bakewell Methodist Church and The Manners Hotel.

**From the town centre** - look for Bakewell Methodist Church to your right. Turn right immediately after the church into Chapel Row. If you get to the garages, you have gone too far.

**Approaching from Matlock** - pass the garages, then immediately after the pedestrian crossing turn left before Bakewell Methodist Church into Chapel Row.

[Directions by Google Maps](#)

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