

THE RELIGIOUS SOCIETY OF FRIENDS

SOUTH BELFAST PREPARATIVE MEETING

22 Marlborough Park North, Belfast, BT9 6JH

Practical information for groups/individuals wishing to rent space at the meeting house

BOOKINGS

Requests should be made through Hallmaster <https://v2.hallmaster.co.uk/Diary/MainPanel/11198>. Users will need to register as a user, creating a login and password to make a booking request. Once logged in, you will be able to check availability of rooms and facilities at the Meeting House and make a request. Requests should not be considered a booking until you receive a confirmation email from South Belfast Meeting House confirming your booking. You will also receive a request to verify and confirm their email address by Hallmaster and you should complete this process to continue with your booking.

QUAKER ETHOS

Priority use is given to groups/individuals who are in sympathy with or have similar aims to our Quaker ethos and our testimonies of Simplicity, Peace, Integrity & Trust, Equality & Community. We do not accept bookings from enquirers whose values are contrary to the spirit of Quaker ethos and testimonies. We have listed these testimonies in Appendix 1 below.

LOCATION

South Belfast Quaker Meeting House, 22 Marlborough Park North, Belfast, BT9 6HJ.

Map coordinates: 54°34'33.7"N 5°57'13.0"W.

What3Words.com: ///kinds.grow.range

CONDITIONS OF USE

- Users must have their own public liability insurance in place.
- The meeting house is not licensed for public entertainments for which admission is charged.
- No smoking, vaping or alcoholic drinks are permitted.
- There may be exceptional occasions when the meeting house will be required for Quaker purposes at relatively short notice (e.g. a funeral). In such cases, as much notice of cancellation as possible will be given and every effort will be made to honour bookings made well in advance.

FACILITIES

Large Room – 11.7 metres x 10.0 metres - Can seat 100 comfortably.

New Room – 8.3 metres x 4.2 metres (carpeted) - Can seat 15 people.

Small Room A – 3.6 metres x 3.6 metres - Can seat 10 people and can be merged with Small Room B.

Small Room B – 5.3 metres x 3.6 metres - Can seat 10 people and can be merged with Small Room A.

Kitchen Facilities - hot water boiler, double oven, hot plates, microwave, fridge. Crockery and cutlery (for 50).

- The building is fully accessible for wheelchair users. There is a wheelchair-accessible toilet.
- Induction loop facilities are available in the Large Room.
- Wi-Fi router is in the Large Room and is available for group use throughout the building.
- The car park can take about 10-12 cars and has a covered bike lock for about 6 bikes.
- There is a small garden area with a bench and chairs.

COST

South Belfast Quaker Meeting House offer three pricing bands to reflect the range of organisations using our building. We operate in sessions of up to 4 hours. The following will be the minimum contributions expected to cover heat, light, maintenance, and caretaking per session.

Session Rates <i>(period up to 4 hours)</i>	Public Sector	Profit-Making	Community / Not-for-Profit
Large Room	£60.00	£40.00	£35.00
New Room	£35.00	£25.00	£20.00
Small Room A	£25.00	£20.00	£15.00
Small Room B	£25.00	£20.00	£15.00
Kitchen Facilities	£10.00	£6.50	£6.50
Whole Building	£130.00	£110.00	£75.00

USE OF BUILDING

- We ask all users to be mindful that this is a place of worship.
- Users should arrange for someone to be at the premises at the agreed start time of the booking to meet with the person opening the building. They will go through location of lights, extra chairs, tables, how the heating works, kitchen facilities, etc as well as maintaining building security at all times.
- Please leave the premises clean & tidy and furniture should be returned as per the diagrams on the walls.
- Do not leave the premises unattended and unlocked at any time. It is recommended that the main door is locked from the inside during use, as a security measure.

Fire

- Fire Exits – in addition to the front door, there are 3 other ways to exit the building. A fire exit is located at the far end of the Large Room, an exit is located at the far end of the New Room, and an exit is in the hallway outside the Small Rooms and Kitchen.
- If the fire alarm sounds, please evacuate the building by your nearest exit and meet in the front car park.

First Aid

- A first aid kit and an accident report book can be found in the marked cupboard in the kitchen. Please record any accidents that happen on the premises and any supplies used.

Heating

- The heating is temperature controlled and has been set to come on during your booking. If the temperature of the room is already at the temperature, then the heating won't come on until it drops below the set temperature.
- There are 2 temperature controls in the building – one in the Large Room which operates heating for the Large Room and New Room. The other control is located on the door of Small Room A and operates heating for the Small Rooms, Kitchen, and Foyer area.
- Please do not alter the thermostatic valve controls on the radiators.

Wi-Fi/Internet

There is Wi-Fi available in the building for use for your meetings. We ask that the Wi-Fi is only used for your group's needs and not shared for all users to automatically log their devices onto as we are on a small data plan. The Wi-Fi details are in the Large Room on the wall beneath the router.

Tea/Coffee/Drinks

- If using the kitchen, please follow any additional specific guidance given.
- Please bring your own tea, coffee, sugar, milk, etc and TEA TOWELS.
- We encourage the use of FAIRTRADE tea, coffee, and sugar in the meeting house.
- We discourage the use of plastic bottles and single use coffee cups in the meeting house.
- For smaller groups please use the kettle on the counter. For larger groups please turn on the automatic hot water boiler using the switch located on the wall just below and to the left. Then please check that the boiler is heating up or you may need to turn on the secondary button on the front of the boiler.
- Crockery and cutlery are in the labelled drawers. There should be enough plates, bowls, mugs, knives, forks, and spoons to cater for up to 50 people.

Stock Take as of May 2022:

57	<i>Large Dinner Plates</i>	60	<i>Side Plates</i>	57	<i>Dessert/Soup Bowls</i>
69	<i>Knives</i>	65	<i>Forks</i>	73	<i>Dessert Spoons</i>
15	<i>Soup Spoons</i>	21	<i>Glasses</i>	67	<i>Mugs</i>
8	<i>Folding Tables</i>	56	<i>Teaspoons</i>	1	<i>Serving Spoon</i>

Washing up

- There is hot water in all hot taps (though it may take a few seconds to run through from the boilers).
- Please choose carefully which bin your rubbish goes into as we actively recycle and compost.
- Please use the appropriate bins – compost, recycling, landfill bins are all located in the kitchen in the labelled cupboards.
- Sweep up any crumbs that may be left after food has been consumed.
- Please take any empty milk bottles and unused provisions away with you.

Damages and Breakages

- Any item damaged or broken should be reported to Kerry Nicholson (kerry@karenandkerry.com / 07980007372).

Closing up

- See that all windows are tightly closed, and curtains are drawn back.
- Switch off the hot water boiler in the kitchen at the wall.
- Switch off any cooker or oven switches that you turned on.
- Please replace any chairs as far as possible as you found them (there are chair layout plans on the wall in the Large Room and the New Room).
- Switch off lights (the Kitchen and toilets lights will go off automatically).

CONTACT

Kerry Nicholson ☎ 079 8000 7372 📧 bookings@southbelfastquakers.org

APPENDIX 1

QUAKER TESTIMONIES

Simplicity/Sustainability/Stewardship

We are concerned about the excesses and unfairness of our consumer society and the unsustainable use of natural resources. We try to live simply and to find space for the things that matter: the people around us, the natural world, our experience of God. We value the spirit over material objects. We seek to protect and care for the Earth in a sacred trust. We try to walk lightly on the Earth, recycle and reuse whenever possible, and reduce the amount of energy we consume. We promote environmental, economic, and social sustainability. We appreciate our world via scientific inquiry, artistic expression, outdoor adventures, and a thorough exposure to natural resources. We seek to promote social justice and the need for equal access to resources. We promote a sense of social responsibility.

Peace

We are perhaps best known for our peace ethic, which comes from our belief that love is at the centre of existence and all humans are equal in God's eyes. It has led us as Quakers to refuse military service and become involved in a variety of peace activities. These range from practical work in areas affected by violent conflict to developing alternatives to violence at all levels – from the personal to the international - building conflict resolution skills, working against militarisation in society, empowering and encouraging others in decision-making.

Integrity & Truth

We try to live according to the deepest truth we know, which we believe comes from God. This means speaking the truth to all, including people in positions of power. As we are guided by integrity, so we expect to see it in public life. We try to treat others with respect and honesty; We acknowledge interconnectedness and essential oneness.

Equality & Community

We believe everyone is equal. This means working to change the systems that cause injustice and hinder true community. It also means working with people who suffer injustice, such as prisoners and asylum seekers. We respect different people and different ideas; we honour all faiths, reflecting a broad, inclusive spectrum of the global family. We try to ensure we connect with all members of society especially those from communities that are under-represented, disadvantaged or marginalised; We promote respect for everyone and the idea that everyone has a piece of the truth. We celebrate a rich community made up of many cultures.