



WALLINGFORD QUAKERS

Friends Meeting House, 13 Castle Street, WALLINGFORD. OX10 8DL

Phone: 01491 837835 www.midthamesquakers.org.uk

Mid-Thames Area Meeting, Registered Charity (201030) of the Religious Society of Friends (Quakers)

BASIC INFORMATION SHEET for booking enquirers

We are keen to have our premises used by others where their aims and activities are compatible with Quaker faith and practice. We are happy to consider applications from any individual, group or organisation: we discern each request individually. The Resident Friends will arrange for the Meeting House to be open, warm and clean for each meeting. They may be in the cottage on the premises during your meeting, should you need anything.

We would recommend that you discuss your needs with the Resident Friends initially and also arrange to visit the premises before formally requesting to hire the Meeting House or garden room(s). After this, if you feel we are the right venue then please let the Resident Friends know. The Resident Friends are not able to confirm any request independently but must forward details to the larger Quaker Meeting. This can sometimes mean waiting until the next first Sunday of the month, when our Business Meetings are held, but we can often respond before this.

If your request is agreed by the Meeting it is still required that a 'Booking Form' and 'Confirmation Form' is completed before a booking is secured. If these forms are submitted from a recognisable individual or organisational email address they will be deemed to have been signed. After this, you will receive a confirmation letter from the Resident Friends.

Current availability

Sunday: Premises unavailable.

Monday: Meeting House available. Garden room unavailable.

Tuesday: Meeting House available. Garden room unavailable.

Wednesday: Meeting House available. Garden room unavailable.

Thursday: Meeting House available from 1pm. Garden room unavailable.

Friday: Meeting House available until 6pm. Garden room unavailable.

Saturday: Meeting House and garden room normally available from 1pm.

The premises must ordinarily be vacated by 9.30 pm.

Location in Wallingford

The Meeting House is at the back of 13 Castle Street. We are on the left hand side of Castle Street, about half way down, if walking away from the town centre. Town centre street signs for 'Castle Gardens' will take you just across the road from the Meeting House entrance. Access to the Meeting House is via the passageway to the left of the Resident Friends cottage.

Hiring charge

The basic charge for hiring the Meeting House is £12.00 per hour, with a minimum charge of £24 for up to 2 hours use. Payment of £35 will secure use for 3½ hours, £60 will allow use for 7½ hours. The charge for regular hiring remains the same. Make sure you factor in time for setting up and clearing away. Payment (cash or cheque) should be given to the Resident Friends, who will write you a receipt. Cheques should be made payable to *Wallingford Quakers*.

Our Facilities

General

The Meeting House is a single building with a floor area of roughly 5 x 5 metres. The seating is long wooden benches, with backs, arms and cushioning. We also have a few chairs and two small

wooden tables. You are welcome to alter the layout of the Meeting House but please put it back as you found it. Around 35 people can be comfortably seated. We have one or two larger tables that could possibly be brought down from one of our garden rooms by arrangement with the Resident Friends.

The premises are enclosed, with a small courtyard garden in front of the Meeting House and a garden to the rear with a lawn. The garden can sometimes be used by hirers by prior arrangement. We have two garden rooms (substantial summer houses.) One could be used by individuals or very small groups, the other smaller one is set up as a children's room and it not suitable for hire.

The small kitchen and single toilet are not within the Meeting House but just across the courtyard garden.

Kitchen

Users are welcome to use the kitchen, equipped with kettle, flasks and a hot water urn for making hot drinks, providing it is left clean and tidy afterwards. There are mugs and cutlery available but no cooker or refrigerator. Please clean the mugs and cutlery thoroughly before putting them away, drying them with a towel or leaving them to drain. Please also pay attention to our recycling system. Groups using these facilities must supply their own drinks and biscuits, and space to store these between meetings should be available.

Toilet

A single toilet with a washbasin is available for users. We do not have a baby changing shelf.

Disabled access

The path surfaces around the property are laid in a variety of ways, so care must be taken, though they are reasonably level. They can be slippery in damp or cold weather. There are low sills to negotiate in the passageway and at the entrance to the Meeting House. However, all the doors are double opening (though not automatically) and the path to the Meeting House and toilet is wide enough for wheelchair users.

The kitchen door is of a conventional size and there is a step up into the kitchen. The kitchen is a small space.

Visiting the toilet involves negotiating a reasonably small space though the doorway is wide. A wheelchair could not turn once inside the toilet, though there are grab rails at the entrance and inside. We have found that people with restricted mobility have been able to use the toilet facilities.

Access to the garden rooms would be difficult for wheelchair users.

Hearing aid loop

The Meeting House is equipped with a hearing loop system.

Public transport

There are regular buses between Oxford, Reading and Henley that stop in Wallingford, the Thames Travel X38/X39/X40, however there is no service to/from Henley on a Sunday. Thames Travel also operate the number 136 (via Benson and Cholsey, Mon-Sat only) and the X2 (to and from Didcot.) See <https://www.thames-travel.co.uk>. The nearest train station is Cholsey (3 miles away.)

Car parking

There is a small pay and display car park on the opposite side of Castle Street (Mon-Sat, £1.70 from 9am-5pm, free after 2pm on Saturday and all day Sunday) and sometimes on-street parking on the Meeting House side of the street. The Waitrose and other public car parks (all pay and display) are within walking distance of the Meeting House.

We can normally provide a single parking space on the Meeting House driveway during the day (Mon-Fri) and possibly on other days or times. Unfortunately, using this space severely restricts access to the passageway that leads to the Meeting House.

Equipment and storage

We do not provide any equipment such as flip-charts or pens however we can offer limited storage within the Meeting House or garden rooms. We do not have any blinds or curtains in the Meeting House.

Telephone and internet

There is no telephone or internet/wifi connection within the Meeting House or garden rooms.

Central heating

The central heating is on an automatic controller and will be set to meet your requirements. If the heating fails or timings require modification the Resident Friends should be contacted. Portable heaters are used in the garden rooms.

First aid kit

There is a basic first aid kit and accident book in the kitchen.

Who to contact

The first points of contact for users are the Resident Friends, who live in the cottage onsite. Please use the phone number above or the other contact details via the website. Our email address is: wallingfordhirings@midthamesquakers.org.uk