

Room Hire Information

Friends Meeting House, Kendal

Home of the Quaker Tapestry



The Friends Meeting House, a grade 2* listed building, was designed by local architect Francis Webster in 1816 and was built on land bought by Quakers for their first Meeting House in 1687. The site has been a place of Quaker Worship for over 300 years and the present Meeting House is regarded as one of the finest Georgian buildings in Cumbria. The Quaker Tapestry Exhibition was established at the Meeting House in 1994.

The building offers rooms for hire throughout the year and is conveniently situated close to the town centre, car parks, bus and rail stations.

Rooms Available

Ground Floor

Main Meeting Room

A large comfortable room with wheelchair access. Suitable for up to 80 people. It has a large electrically operated projection screen. A loop system is available on request. Ideal for conferences.

First Floor

Quiet Room

A small cosy room. Seats a maximum of ten people. Ideal for small committee meetings or interviews.

Children's Room (Room 4)

A large airy room suitable for up to 25 people. Suitable for staff training, board meetings etc.

Access

The first floor rooms are not accessible to wheelchair users. All WCs including an accessible toilet for all are situated on the ground floor. A copy of our Access Statement is available on request.

Services & Refreshments

Refreshments

(VAT will be added to all refreshments)



Light Refreshments

Fairly Traded tea, coffee, herbal teas & biscuits
£3.50pp all day, £2.50pp half day, £1.50pp evening.

Lunch

Sandwich Buffet with potato crisps, fruit juice and small cakes: £5.50pp

Soup with a roll, fruit juice and small cakes: £5.50pp

Soup with a sandwich, fruit juice and small cakes: £7.95pp

Savoury Finger Buffet with fresh crudités, dips, a selection of sandwiches, quiche slices, and pastries, potato crisps and fruit juice: £9.95pp

Dessert

A limited Dessert menu is available: £2.95pp

Evening Refreshments

Other than tea & coffee (see light refreshments) the tearoom can provide food for your evening group by prior arrangement.



Services and Facilities

TV & video: £10

OHP: £10

Flipchart, paper & pens: £7

Data projector: £25

Laptop: £25

Room	Half Day	Full Day	Evening	Extra Hours
Main Meeting Room	£50.00	£90.00	£57.00	£17.00
Children's Room	£40.00	£65.00	£49.00	£15.00
Quiet Room	£20.00	£30.00	£35.00	£12.00

For more information contact: Sandra Rose Timson Tel: 01539 722975 sandra@quaker-tapestry.co.uk

Terms & Conditions

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Session Times

The building is open Mon-Fri.

Half Day = 3.5 hours (9:30 – 13:00) or (13:30 – 17:00)

Full Day = 7.5 hours (9:30 – 17:00)

Some Saturdays are available for room hire.

(Extra charges may apply).

Closed Sundays & Bank Holidays

Anything over 3.5 hours will be charged at the full day rate.

Evening = 3 hours (18:30 – 21:30)

Please ensure that bookings include time to set up and clear up the rooms. An extra hour's fee will be applicable for use outside the session times.

Maximum room occupancy should not be exceeded.

Unconfirmed bookings

These will remain in the diary for a maximum of one month, after which time we reserve the right to delete them without notice.

Catering

Please ensure that orders for refreshments and catering are correct, including any special dietary requirements, in advance of the event. We reserve the right to charge as per order.

No food or drink (with the exception of bottled water) to be brought on the premises other than that provided by the Quaker Tapestry Tearooms.

Parking

On site is limited to the organiser/facilitator's car only. Participants should park elsewhere. The nearest car park is the multi-storey on Blackhall Road. (Applies to daytime room hire only).

Entrance to our car park is situated on Stramongate.

Health & Safety

The hirer is responsible for carrying out fire drill procedures in the event of a fire.

No smoking allowed in any part of the premises or site (this includes the lighting of candles and incense sticks).

A caretaker/key holder will remain on the premises during each session and he/she will take responsibility for security of the building (evening only). During the day the office staff will take responsibility.

You are advised to seek advice over your 'Public Liability' cover to ensure the necessary insurance for your personnel and for our premises.

Payment Terms

Payments by invoice payable within 14 days

Cancellations should be made at least ten working days in advance (Mon-Fri) before the booking, otherwise the hirer may be liable to the following charges:

100%	less than five working days
50%	five to ten working days
No charge	more than ten working days

User Responsibilities

Liability for additional charges

Any damage caused by the room user to the fabric or furniture of the building and any breakages must be paid for in full.

We reserve the right to charge the hirer if the room(s) require more cleaning than would reasonably be expected.

No animals are allowed in the building with the exception of guide dogs.

Music and dancing

We do not hold a public indoor entertainment licence. Please inform us of any musical entertainment that you intend to provide so that we may check whether or not licensing restrictions apply.

Please ensure event publicity states the hirer's contact details.

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Disclaimers

We accept no responsibility for accidents to room users caused by failure to use equipment properly, or arising from use of equipment, utensils or similar, by inappropriate people (e.g. unsupervised children).

We accept no responsibility for any loss of, or damage to the personal possessions of room users in what is a public building.

The building is a Meeting House of the Religious Society of Friends and its primary use is for Friends to meet together for worship and fellowship.

It is also the permanent home of The Quaker Tapestry Exhibition. We are happy to welcome others to make use of the building and hope they will treat the premises with respect. There is a no smoking policy and a no alcohol policy throughout the building and premises.

In booking a room, the hirer agrees to accept and abide by these terms and conditions.

For bookings & enquiries contact:

Sandra Rose Timson
Tel: 01539 722975
sandra@quaker-tapestry.co.uk

The office is open Monday to Friday
9.30am to 5.30pm
(Closed weekends & Bank Holidays)



The Quaker Tapestry
Exhibition and Tearooms
Friends Meeting House
Stramongate, Kendal
Cumbria LA9 4BH

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