

Reading Quaker Meeting House: Rooms and Equipment for Hire

Main Meeting Room (ROOM 1)	A spacious, light and peaceful room built in 1835. It has 100 chairs plus benches to seat an additional 80 (maximum capacity 180). <i>No food or drink allowed in this room.</i>	£19.50 per hour
Hall (ROOM 2)	Ideal for seminars or presentations. Comfortably accommodates up to 50 people. 50 chairs available and eight large folding tables. Serving hatch to the kitchen.	£15.00 per hour
Small Meeting Room (ROOM 3)	Perfect for discussion groups. Seats 15 around central or individual tables. Small adjacent kitchen suitable for tea making.	£11.50 per hour
Committee Room (ROOM 5)	An intimate room with central or individual tables. Seats up to 10 people.	£9.00 per hour
Children's Room (ROOM 4)	A spacious and light room, ideal for adults or groups of up to 15 children aged 0-7, toys available. Small adjacent kitchen suitable for tea making.	£7.00 per hour
Large kitchen	Fully equipped with cooker, hot water urn, fridge, 80+ mugs, plates glasses, cutlery and double sink, serving hatch to Hall. Please note that you may have to share the kitchen with other hirers. Cooker/kitchen not suitable for extensive hot food preparation.	£10.00 per day
Data Projector	If you hire the data projector, you need to bring your own laptop.	£10 per day

Notes

- The minimum period chargeable for any hire is 2 hours.
- There's a 10% discount on the hourly rates for booking 10 or more sessions at one time.
- If the entire building is required for an all-day event (6 hours or more) we offer a 25% discount on the hourly rates. This is subject to paying a 25% deposit at the time of booking.
- Rooms are available for hire on Mondays from 9:00 to 13:00, and Tuesdays to Saturdays from 9:00 to 22:00. Rooms are not normally available on Sundays or bank holidays.
- The building is accessible. It is all on one level with ramps to entrances. There is an accessible toilet.
- Baby changing facilities are available in the accessible toilet.
- The Main Meeting Room has a Hearing Aid Loop, which can be used on request.
- Flip chart stands, a large projector screen, display boards and extension lead are available free of charge. Pens and paper are not provided.

Address: 2 Church Street, READING RG1 2SB **Email:** hirings@readingquakers.org.uk

Website: www.midthamesquakers.org.uk (see the room hire tab)