

## Room lettings

Cambridge Quakers have for many years made their rooms at the Friends Meeting House Jesus Lane available to community, voluntary and educational organisations for meetings, classes and other functions. This leaflet tells you about the facilities which are offered and the current contribution rates.

Requests for lettings for a wide range of purposes can be considered. However, we do not allow use for ticketed events or for parties or receptions. No smoking or consumption of alcoholic drinks is permitted. Copies of the Standard Terms and Conditions for lettings are available on request.

Rates are kept to the minimum necessary to meet the day-to-day running costs of the Meeting House.

For further information or to request a booking, please contact the resident Wardens at the Meeting House in person, by telephoning 01223 357535 or by sending an email to [jlwardens@gmail.com](mailto:jlwardens@gmail.com)

Email is the preferable way as then the details are recorded leading to fewer errors.

There is an answerphone as we can not always get to the phone.

*Our address is*  
Friends Meeting House,  
12 Jesus Lane, Cambridge CB5 8BA  
(Please note entrance is on Park Street.)

## About the Meeting House

The Meeting House is home to the Cambridge Jesus Lane Meeting of the Religious Society of Friends, often known as the Quakers. Quakers first held meetings in Jesus Lane in the 1650s. Parts of the present Meeting House date from 1777 and there have been additions and rebuildings at various times in the nineteenth and twentieth centuries.

Today, Friends still meet each Sunday and Wednesday for worship based in silence. We warmly welcome anyone who feels drawn to experiencing Quaker worship.

## Getting to the Meeting House

We are at the corner of Jesus Lane and Park Street near the city centre (next to the ADC Theatre).

*Cycle:* There is a large cycle park immediately outside the Meeting House.

*Bus:* Several city and country routes pass near the Meeting House. Drummer Street bus station is within ten minutes' walk.

*Car:* Park Street car park is within two minutes' walk. Approach via Jesus Lane only. Charges are available on the Cambridge City Council website. Park & Ride bus service, from either Maddingley Road or Newmarket Road, stops in Bridge Street, within five minutes' walk. Parking is £1 and the return fare is £2.50 at the moment.

*Blue Badge holders:* Approach via Jesus Lane only and park in the designated bay opposite 6 – 11 Jesus Lane.

# Friends Meeting House

Jesus Lane  
Cambridge

2018-19

Information about room lettings

Telephone  
01223 357535

E-mail  
[jlwardens@gmail.com](mailto:jlwardens@gmail.com)

Web  
[www.jesus-lane.cambridgeshire-quakers.org.uk](http://www.jesus-lane.cambridgeshire-quakers.org.uk)

## Rooms

### Meeting Room

This is the main Quaker meeting room and is suitable for lectures and debates. It is carpeted and has a mixture of upholstered chairs and bench seats as well as a wall-hung projection screen. No food or drinks (other than water) can be taken into the meeting room. An annexe can be incorporated into the room.

*Dimensions:* 10m x 9m; with annexe 13m x 9m

*Capacity:* 100; with annexe 120

### Ann Docwra Room

Suitable for lectures and classes, including those involving physical activity. It has a sealed wood floor, stacking individual chairs and curtains as well as a wall-hung projection screen. It connects to the Meeting House kitchen.

*Dimensions:* 9m x 7m; *capacity:* 50

### Aldren Wright Room

This is suitable for society and club meetings, for committees and other groups. It has a lino-covered floor, stacking upholstered chairs and curtains. There are facilities for making hot drinks.

*Dimensions:* 8m x 5m (average); *capacity:* 30

### Annexe

Suitable for informal small groups. It has a polished wood floor and stacking upholstered chairs.

*Dimensions:* 9m x 3m; *capacity:* 15

### Caroline Stephen Room

Suitable for formal and informal small groups. It is carpeted and has stacking upholstered chairs, fold-down work tables and blinds. There are also facilities for making drinks but washing up must be done in the downstairs kitchen.

*Dimensions:* 4m x 3m; *capacity:* 12

### Library

Suitable for small groups. It has a polished wood floor, upholstered chairs and curtains.

*Dimensions:* 4m x 3m; *capacity:* 8

## Facilities

### Access for people with disabilities

There are no steps to negotiate either to enter the premises or when inside (with the exception of access to the Caroline Stephen Room) and there is a lift to the upper floor. The entrance doors have powered openers operated by push-pads. A wheelchair-accessible WC, which meets all current guidelines, is available on the ground floor. A transit wheelchair is available.

There are hearing induction loops in the Meeting Room and the Ann Docwra Room (on request).

### Baby-changing

A table and mat are available to carers of either sex.

### Kitchen

A good-sized and well-equipped kitchen is available for use on a self-catering basis. Hot drinks can be made for up to eighty people and meals for up to forty. The kitchen should be booked in advance.

### Lecture aids, etc.

Piano – in Meeting Room and Annexe only; digital projector and speakers; overhead projector; wall-hung projection screens in the Ann Docwra Room and the Meeting Room; flipchart/whiteboard stand. These facilities should be booked in advance.

Wi-fi internet access is available throughout the Meeting House – better in some places than others.

The Friends Meeting House is cared for by resident Wardens and two Assistant Wardens, who are available whenever the Meeting House is open. They hope you will find a quiet and friendly atmosphere here, and welcome your comments on the facilities provided.

## Contribution rates

### Evening & weekends

	3 hour session	Additional hour
	£	£
Meeting Room	56.50	10.50
Meeting Room with Annexe	67.35	13.00
Ann Docwra Room	40.00	7.50
Aldren Wright Room	31.25	5.70
Annexe	28.70	6.00
Caroline Stephen Room	26.50	5.50
Library	15.20	2.80

### Daytime rates (weekdays only)

(Hourly charge with a 2-hour minimum booking)

Meeting Room	19.00
Meeting Room with Annexe	24.00
Ann Docwra Room	15.10
Aldren Wright Room	12.00
Annexe	10.25
Caroline Stephen Room	10.00
Library	5.50

### Use of Kitchen:

Tea or coffee once	£ 5.75
Tea or coffee more than once	£11.25
Serving a prepared meal and tea or coffee	£12.00
Cooking and serving a meal and tea or coffee throughout	£22.70
Tea/coffee provided £2.50 per serving or bring your own makings	

Hire of digital projector	£5.75
Hire of digital projector plus sound system	£11.00

For a series of more than three lettings booked and paid for in advance, there is a 10% reduction.

For irregular bookings (i.e. not weekly or monthly) spaced over a year, a deposit of 25% is required.

**These rates are effective  
from 1 July 2018 to 30 June 2019  
They are subject to periodic review.**