

Peace House Room Hire Enquiries – useful information

28/12/2018

Hello and welcome to Peace House, home of The Fellowship of Reconciliation (Registered Charity 207822).

I hope the following will be useful for those considering booking a room at Peace House and those currently doing so. Please familiarise yourself with the contents, which act as our basic terms and conditions.

Bookings

All booking enquiries should be made through the Peace House Manager via email at office@for.org.uk or over the telephone (01865 – 250781). We will discuss your requirements and outline what is available at our centre. Once you have decided to hire a room, please make a booking via telephone, by email or by dropping by Peace House.

Our Rooms

The Hodgkin Room is on the ground floor. It has ramp access, a wheelchair-accessible toilet, and seats thirty people cinema-style.



The use of **The Kitchen** (including crockery and cutlery – under sink) is included in the hire charge. Users are invited to take from our stock of tea and coffee, though you'll need to bring along your own milk. Please wash and dry up as you go to allow other building users easy access to the facilities. We ask that any breakages are reported to us and paid for/replaced. One parking space may be available by arrangement.

If your booking is for an evening or weekend we will arrange access to the building with you. Please speak to the Peace House Manager about this.

Our Rates

These include the use of the booked room together with its contents. Payment is due upon receipt of the invoice, usually sent after the booking has been made. It acts as the guarantee. Should you wish to cancel or amend your booking please let us know as soon as possible.

2019

Individual Therapy	Price per hour	Day rate (5-8 hours)	Accommodates
Henry Hodgkin	£13	£65	2-6 in a screened area.

Charity/Non-profit	Price per hour	Day rate (5-8 hours)	Accommodates
Henry Hodgkin	£18	£90	30 Cinema, 22 Circular, 20 Board Room styles.

Business	Price per hour	Day rate (5-8 hours)	Accommodates
Henry Hodgkin	£35	£170	30 Cinema, 22 Circular, 20 Board Room styles.

The rates for the Hodgkin Room include the use of a flipchart, whiteboard, pens for both, and a projector screen. These are available in the room. A projector is available for a fee of £20 per day. Please contact the Peace House Manager if you wish to use it.

Cancellation and Refund Policy

More than 28 days' notice = 100%

28-14 days' notice = 50%

Less than 14 days' notice = 0%

Internet Access

Unlimited superfast Broadband is included in your booking. The network is 'Fellows Guest' or one of the 'Fellows Guest' extenders. Check with the Manager re the password.

Fire Safety

The Fire Exit (wheelchair-accessible) is in the Hodgkin Room. Please make sure this is never blocked and that the security shutter has been opened. Please nominate a member of your group to act as fire warden for the day. In the case of a fire it is expected that they will inform everyone and guide them to the fire exit. The gathering point is by the covered bins at the rear of Peace House (not in the Peace House car park). If there are signs of a fire you must call the Emergency Services and notify the Peace House Manager on the number below.

Health & Safety

On the Ground Floor the First Aid Kit is next to the sink by the ground floor toilet. Please make a note of any accidents, large or small, in the health and safety book (in the First Aid Kit). On the First Floor the First Aid Kit is at the top of the stairs. Again, please make a note of accidents, of whatever severity, in the health and safety book.

Fellowship of Reconciliation (reg. charity 207822)
Peace House, 19 Paradise Street, Oxford, OX1 1LD

01865-250-781

office@for.org.uk

www.for.org.uk

FoR is a branch of the International FoR (IFOR)

Intruder Alarm

Please ensure that you are clear as to the procedure for locking up and securing Peace House should you be the last to leave. This includes checking there is no-one else remaining in the building and being fully acquainted with closing the shutters, securing all doors, especially the Fire Exit, and setting the alarm.

If you have any questions or doubts in respect of entry and departure procedures, please contact the Peace House Manager named below.

Working with Children and Vulnerable Adults

We will need to see a Disclosure Barring Service (DBS) check before taking a booking for anyone working with children/vulnerable adults.

Contact

Peace House Manager

Padmakumāra – office@for.org.uk – 01865 250781

07818 483 336 (emergencies only)

Please leave any room(s) you use **clean** and **tidy**.

Please **recycle**: the left-hand, grey bin in the kitchen is for paper, cardboard and plastics. There is also a grey bin by the microwave in which to put all organic matter.

We hope you **enjoy** your contact with Peace House look forward to welcoming you.

In peace

Padmakumāra