BOOKINGS INFORMATION DOCUMENT



Main Lounge







The Main House: Residential Accommodation—Bedroom Configuration

(Shared bathrooms) Singles: 1 single bed Twins: 2 single beds Triple: 1 bunk bed & 1 single bed Quadruple: 1 bunk bed & 2 single beds

The Main House: Lounges/Meeting spaces

Main Lounge: Max capacity 40

- Available Wi-Fi connection
- Fitted data projector & screen (USB, HDMI, VGA connections)
- Sound capabilities
- Hearing loop

Dell View Lounge: Max capacity 18

- Limited Wi-Fi connection
- Portable projector available (VGA connection)
- Hearing loop

Small Lounge: Max capacity 15

Limited Wi-Fi connection

(Please ensure that you request appropriate lounges for your programme requirements)

> Ground Floor: 6 bedrooms: 2 singles, 3 triples, 1 quadruple First floor: 7 bedrooms: 2 singles, 3 triples, 2 quadruple Fairhead wing – 26 beds Ground Floor: 5 bedrooms: 2 Singles, 2 twins, 1 quadruple First Floor: 7 bedrooms: 2 singles, 2 twins, 2 triples, 1 quadruple

Rathlin Wing – 34 Beds

The Croí

Small Croí: Max capacity 25 (plus cushions)

Available Wi-Fi connection

Large Croí: Max capacity 80 (theatre style) or smaller numbers in circles

- Available Wi-Fi connection
- Lectern available

It is possible to open these spaces together to make one large room to accommodate larger groups.

Worship in the Croi (pronounced cree—Irish for heart)

You are warmly invited to join us in the Croí where we come together for worship or reflection. Morning worship involves a 30 minute Quaker-style silent reflection which concludes with a short liturgy. Evening worship sessions vary in style and format depending on who is leading, but generally include a 10-15 minute space of reflection. Community members, volunteers, staff members, and guests are encouraged to lead these sessions.

As a charity Corrymeela relies on the ongoing support of individuals, companies and independent funders to carry out its work. If you would like to give of your time or money please visit our friends link at www.corrymeela.org/donate.



	Monday	930am	
	Tuesday	900am	900pm
	Wednesday	900am	900pm
ı	Thursday	900am	900pm
5	Friday	900am	930pm
'	Saturday	900am	900pm
	Sunday	1230pm	



The Davey Village: Lounges/Meeting spaces

Kenbane Lounge: Max capacity 35 or 90 with additional smaller chairs

- * Available Wi-Fi connection
- Fitted data projector and screen
- * (HDMI, VGA connections)
- Hearing loop
- Falbane Lounge: Max capacity 15 (sofas)
- Available Wi-Fi connection
- TV screen available for projection (VGA, HDMI connection)
- Hearing loop

Fitzpatrick: 20 (dining room chairs)

- Available Wi-Fi connection
- Hearing loop

(Please ensure that you request appropriate lounges for your programme requirements)





The Davey Village: Residential Accommodation

(All Ensuite)			
Singles: 1 single bed			
Twins: 2 single beds			
Triple: 3 single beds			
Knocklayd Wing – 21 Beds			
10 bedrooms:			
3 Singles, 3 twins, 4 triples			

Kenbane Wing – 17 beds 9 bedrooms: 2 Singles, 6 twins, 1 triple

Evaluation:

At the end of your stay you will be invited to participate in an evaluation. We value your honest feedback so that we can continuously improve our hospitality and the programming needs of groups.

Housekeeping Policies for Residential Guests

We offer a limited

We offer a limited, managed service with a bandwidth cap, only available in communal areas, but please be aware that due to our rural location, download speeds may be slow.

- As part of creating an environment of openness and trust, bedrooms at Corrymeela are intentionally designed so they can be locked when you are inside the room, but cannot be locked from the outside. We ask that you respect the privacy and space of others in their rooms. Guests are responsible for their own personal belongings during their stay.
- If you have any valuables you do not wish to leave in your rooms there is a safe deposit at reception where they can be stored.
- Bed linen is provided in all bedrooms.
- Bath towels are NOT provided. Please ensure your group participants bring their own towels.
- We have a limited number of cots available for small children, but we ask that you provide your own bedding for cots.
- All guests must vacate their bedrooms by 10am on the day of departure (including removal of all belongings) to enable the turnover of bedrooms for the arrival of the next group. If necessary we will provide a space for storage of luggage until your group departs.
- As part of community life we ask that before you leave you help by stripping and remaking your bed using the 'bed roll' with which you will be provided. This allows you to welcome in Corrymeela's next group, just as the previous guests assisted with your welcome by making your bed.

Additional spaces:

Arts & Crafts—we have a dedicated space for your group to participate in any Arts and Crafts activities—this space is available for booking if required for your programme. Tara Play—we also have a games room available for booking, which includes foosball, 2 pool tables and table tennis.



Welcome Poster:

We have a tradition of making a welcome poster for each group. This art piece welcomes your group members into our shared space.

<u>Meals</u>	
Breakfast: 830am	Porridge, cereal selection, fresh fruit, toast, tea/coffee/juice
Lunch: 1pm	Hot meal and salad bar
Packed lunch available if requested in advance	Sandwich/roll, crisps, bottle of water (adult), carton of juice (child), fruit, packet of biscuits
Dinner: 6pm	Hot meal and salad bar and a sweet treat

We consider our guests to be a part of our community, so we invite group participants to help us wash dishes and clear tables after each meal.

Dietary Requirements Notes

Halal	Dietary requests should be submitted at least 2	
Vegetarian	weeks prior to arrival. Due to operational demands we can no longer offer to fulfil all	
Vegan	dietary preferences.	
Gluten Free	Requests made outside this timeframe cannot be guaranteed.	
Dairy Free		
*Nut allergy	*we cannot guarantee a nut free site, but please make us aware	



Testimonials:

"Special atmosphere, warm welcome, excellent volunteers and staff",

"Corrymeela is the perfect location for our needs because of the wonderful spaces, the community environment and the gorgeous scenery", "Deep history and years of experience working in conflict resolution/transformation".

Health and Safety

Supervision of children and teenagers:

Corrymeela is not responsible for the supervision of children or teenage group members. We ask you to maintain primary responsibility for your young people and experience the programme with them. This means that the supervision of all group members is your responsibility. This includes:

* Break times as well as any time participants are not in session with volunteers/staff. * Meal times—as our volunteers and staff use these breaks to continue planning for the next session, your presence at these times with the young people is vital.

Please be aware that our volunteers do not help/assist with any personal care (toileting/ changing nappies) etc.

First Aid:

Corrymeela does not provide first aid for your group members. As leaders/ facilitators/teachers, you are responsible for any first aid requirements for your group members.

<u>NO SMOKING</u>	<u>Night Round at 12am (Midnight)</u>	
No Smoking inside any building We ask all guests who smoke, to do so in designated areas, this includes those who use vaping.	Due to fire regulations, registration, health and safety the main doors of each building are locked at midnight. As the buildings are secured all guests staying in the Main House and Davey Village are asked to be back in your allocated units by midnight. You are of course free to stay up and use the lounges and dining rooms etc. as long as you wish.	
Alcohol and Drugs Policy: The Corrymeela Community is committed to creating a 'safe space' that ensures the health, safety and welfare of staff, volunteers, members, and all guests visiting/ attending or staying residentially. No guests, visitors, or groups are allowed to consume or store alcohol or illegal drugs onsite during programmes/events on the Corrymeela property. We ask group leaders and participants to respect this and ensure that this policy is maintained. If alcohol or non-prescription drugs are consumed or stored onsite, Corrymeela reserves the right, at all times, to request that those involved leave the		Cover /Duty Management: The Cover person on rota, the day that you arrive will provide a welcome and health and safety talk (10 mins) to your group—please allow time for this on arrival.

Corrymeela reserves the right, at all times, to request that those involved leave the centre and/or that the group terminate their programme immediately, all related and residential fees would be non-refundable.

Guests/participants who would like to enjoy an alcoholic drink in the evening may do so, OFF SITE in one of Ballycastle's bars.

In certain circumstances, such as a conference / ceremony / festivals an exception may be considered prior to the event. Any requests must be submitted at least 2 weeks prior to the event.

if you would like to discuss this further or have questions regarding how this policy affects your programme, please contact: Katherine Murphy <u>katherinemurphy@corrymeela.org</u>.

There will always be a Cover person available to answer questions or assist with any problems you are having.

While on-site you can contact this person by calling **07749428394.**

Transforming Division through Human Encounter Corrymeela's Programme focus for 2018-2022				
1 Sectarianism	1. Our programmes build trust between diverse groups to deepen collaboration and belonging. We address fear and differences, give space for difficult conversations and encourage change at the community level.			
2 Marginalisation	2. Our programmes support people who find themselves being pushed to the edges and also works with groups to help them deepen their practice of inclusion, and challenge power structures that lead to exclusion.			
3 The Legacies of Conflict	3. Our programmes focus on individuals as well as key institutions, giving us the confidence to address the impact of conflict and prevent future outbreaks.			
4 Public Theology	4. Our programmes use the texts, traditions and practice of faiths to help us find ways towards each other, using faith to build bridges of understanding and mutual collaboration rather than walls of distrust.			
Levels of Programme support from Corrymeela Own Programme: (Designed and delivered by your own facilitators, with no Corrymeela input) Workshop: (Pre-prepared activities) Facilitated Delivery: (Pre-designed programme and activities) Programme Design and Facilitated Delivery: (Tailored programme designed by Corrymeela Programme Staff) Testimonials: • "Thoroughly enjoyed it! Its so amazing to hear from people working in the field I want to go into. Thought it was an excellent mix of theoretical/practical application and interpersonal engagement." • "A learning of the tools that I need to reflect on my past experiences and go home and promote change Our Volunteers - Here to Help! Corrymeela's work is made possible by volunteers giving of their time freely to support the Corrymeela Community. Our volunteers come from all over the world and live on site. During your stay they will be here to welcome you, to host you and to facilitate or assist with your programme as needed. Please feel free to ask our volunteers if you have any questions or requests while you are here. Programme Volunteers: If you are on a Corrymeela Programme you may be allocated programme volunteers 9am —9pm. Their role will be to support the programme and assist with facilitation. Hospitality volunteers: On a rota basis, these volunteers will provide all hospitality for your residential (setting up/clearing meal times, wright wolunteers: On a rota basis, these volunteers will provide all hospitality for your residential (setting up/clearing meal times, wright beclone the programme and				
refreshment breaks etc). Site Plan				
 Site Pial Croi Main Lounge Dell View Small Lounge/Quiet Room Rathlin Wing Fairhead Wing Fairhead Wing Fairhead Wing Tara Tavern Tara Tavern Tara Play Fitzpatrick Room 				

Corrymeela is a Company Limited by Guarantee, Registered in Northern Ireland No NI006823, registered with The Charity Commission for Northern Ireland NIC101597 and registered as a charity with HMRC Reference No XN48052A.

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Kenbane Wing

Kenbane Lounge

Falbane Lounge

Knocklayd Wing

Experiential Learning Corridor

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