

Trinity Meetings Rooms

Chelmsford, Essex



Just a short walk from the town center and minutes from the main railway and bus station, The Link meeting rooms are ideally placed for social and business meetings. There are four rooms suitable for up to 160 people theatre style. Free Wi-Fi in all rooms.

Competitive Rates

We are able to offer our rooms at very competitive rates between 9am and 5pm for commercial meetings and social events from 6pm till 10pm.

The rooms are self service only and two have private kitchen areas where you can provide and service your own refreshments.

CONTACT US

Bookings Officer

(01245) 252146 (Mon-Frid 10am till 4pm)

tmccbookings@live.co.uk

Church Office

(01245) 269079

(10am till 12.00pm)

Monday-Wednesday

Email: trinitymethodistchelmsford@btconnect.org



www.trinitymethodistchelmsford.org.uk



SCHEDULE OF ROOM HIRE CHARGES

Charges will apply for setting up and closing

If you are a registered Charity, the booking secretary may be able to offer discounted rates, please enquire.

ROOM NAME	SIZE	MAX SEATING THEATRE	MAX SEATING BOARD-ROOM	HIRE CHARGE PER HOUR	COMMENTS
Committee Room Ground Floor	7.8 x 4.1m	20	18	£20.00	Used as access to the church office in the daytime.
Chapel of Youth First Floor	7.8 x 5.5m	30	24	£25.00	
Carol Evans Room Second Floor	7.8 x 5.5m	30	24	£25.00	Has access to stage
Main Hall Second Floor	14 x 9.75m	160	40	£34.00 £42.00	Daytime Evening £170 for an evening Concert Additional charge for use of the kitchen £25.00
Church Worship Area Ground Floor	14.7 x 9.75m	240	n/a	£34.00	£200f or an evening Concert. Use of church organ if pre-agreed £50.00
The Link Ground Floor	12 x 7.8m	70	24	£34.00	Additional charge for use of the kitchen £25.00

Rates are applicable from September 2023 and subject to change without prior notification.

Please check when you make your booking.



The Main Hall



The Main Hall domestic kitchen



The Chapel of Youth Room



The Carol Evans Room



The Link Meeting Room



The Link Commercial kitchen



The Main Church Hall



Booking Terms and Conditions

Proposed use of the Premises – The purpose for which Methodist premises may be used is subject to the approval of The Minister or his/her nominee.

The Church reserve the right to refuse a booking without further explanation.

Location, Transport etc. - See Map

- Trinity is a 5 minute walk from Chelmsford Railway Station and the Central Bus Station.
- The Park & Ride buses stop near the Railway Station.
- We have parking on site for 15 cars – subject to it not being used by others on the premises at the same time.
- Alternative public car parks are 10 mins walk away.
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Alcohol – Alcohol is not permitted on the premises and drinks are not permitted in the main Worship Area.

Raffles or similar games of chance – Raffles or similar games are not permitted in the Church worship area. Raffle tickets may be sold in other parts of the building.

Smoking – The whole building is Non Smoking

Access for Disabled People – All areas of the premises are fully accessible to disabled people.

A ramp at ground floor level connects the main building with The Link and there is a platform lift for access to all upper floors of the main building. There is a toilet for the disabled, with baby-changing facilities, on the ground floor in The Link.

Toilets – Male & Female toilets are provided on the first floor of the main building and in The Link at ground floor. There is also a disabled toilet in The Link.

Kitchens – There is a fully equipped kitchen in The Link available for use with the room. There is a kitchen on the second floor of the main building available for use with the booking of any room in the main building. This is a domestic scale kitchen but with the addition of a hot water boiler giving continuous hot water for coffee/tea etc.

P.A./Hearing 'Loop' System – The Church Worship area, the Main Hall and The Link are all fitted with a hearing loop system, and a P.A facility is available in these rooms but this should be requested at the time of booking.

Chairs/Tables etc. Chairs and 'Go Pak' tables are available for use in most rooms and if required more can be moved into a room by the hirer if prior approval has been given, they should also be returned to their original place on completion of the hire.

An estimate of numbers should be given at time of booking.

Display Panels – We have a number of Metro Plan Display Panels each 1200mm x 1800mm (4ft. x 6ft) and some horizontal panels, 1800mm x 1200mm. The panels are to be mounted on poles and stands.

Displays on the boards are mounted using 'Velcro', pictures or similar items can be hung using 'rods and hooks' which are also available.

Organ – The Church organ may be hired at an additional cost of £50 for use by a competent player. If one of the church organists is required a fee must be agreed with them independently.

Schedule of room charges

The schedule of room hire charges is reviewed regularly. Please check when booking.

Accounts

Pre-payment is required no less than 14 days prior to arrival unless previously agreed in writing with the booking office. All deposits are non-refundable. The booking officer has the right to cancel any booking if the payment terms are not adhered to.

Conditions of Booking

The hirer will be responsible for paying for any security call out fees in the event that the fire alarms are triggered due to unauthorised or improper use.

The hirer will be responsible for all/any damage to equipment or property caused by neglect or misuse whilst on the premises. The hirer will be responsible for any damage caused to the lift during the hire of the premises due to misuse or neglect.

The hirer cannot use their own electrical equipment without the prior knowledge of the booking secretary and all equipment must have a recent PAT test.

The hirer must ensure that after the meeting/event has finished that everybody has left the building and that it is locked and secured. The hirer will be totally responsible for any problems incurred thereafter and will be liable for costs and damages attributed to negligence or misuse.

The hirer will be responsible for any cleaning charges deemed necessary after using the church facilities. The hirer must leave all rooms in a clean and presentable manner. If this is not the case on arrival then you are responsible for reporting this immediately by calling the booking manager on 01245 252146.

Enquiries and bookings

**All enquiries please email: tmccbookings@live.co.uk
or call 01245 252146**

**A hire agreement has to be completed for each booking.
This will be issued by the booking secretary and you must adhere to our
Terms and Conditions.**

**A signed copy must be returned to the booking secretary within
5 working days to secure your booking.**

HOW TO FIND US

Trinity Methodist Church
Rainsford Road, Chelmsford CM1 2XB
(01245) 269079 (Mon & Wed 10-midday)

Trinity is readily accessible by both public transport and car.

The Church is located in Rainsford Road on the corner of Cedar Avenue and opposite The County Hotel.

Visit our web site for google map:
www.trinitymethodistchelmsford.org

By Public Transport

The Railway Station and the Chelmsford Bus Station are next to each other on the west side of the Town Centre and Trinity is approximately 200 hundred yards up the road from there, going out of town.

There are frequent train services from London (35 Mins.), Colchester, Braintree and Witham and all intermediate stations. For train times please call National Rail Enquiries Tel 08457 48 49 50.

By Car

Trinity is on Rainsford Road, which is the continuation of Roxwell Road, the A1060 from Bishops Stortford as it approaches the town centre immediately after crossing Parkway (The A138).

The Church car parking for approximately 12 cars subject to availability on the day. Disabled parking is available on the church forecourt.

If you require further help or specific directions etc please contact the office on 01245 269079 (Monday, Wednesday from 10am till midday).

Trinity Methodist Church
Rainsford Road, Chelmsford, CM1 2XB
Office: 01245-269079
Monday and Wednesday 10am till midday.

Main Office Email:
trinitymethodistchelmsford@btconnect.com

Have a look at our new Web Site
Website: trinitymethodistchelmsford.org

Follow us on Facebook
<https://www.facebook.com/trinitymethodistchelmsford>

Charity No. 1144617