

TRINITY CENTRE: BOOKING INFORMATION SHEET

Rooms Available	Capacity	Disabled Access	Kitchen Facilities	Chairs & Tables	Charges
Large Hall	150	Yes	Yes	Yes	£100 an hour during weekends (minimum booking 3-5hrs) £120 per session during week-days (2.5-3hr session) for Regular Bookings.
Day Centre	50-75	Yes	Yes	Yes	£75 an hour during weekends (minimum booking 3-5hrs) £100 per session during week-day evenings (2.5-3hr session) for Regular Bookings
Worship Area	250	Yes	Yes	Yes	£100 an hour during weekends (minimum booking 3-5hrs) £120 per session during week-days (2.5-3hr session) for Regular Bookings
Class-Room 1	20	Yes	Yes	Yes	£30 an hour (minimum booking 2.5-3hrs) £50 per session (minimum booking 2.5-3hrs) for Regular Bookings
Class-Room 2	20	Yes	Yes	Yes	£30 an hour (minimum booking 2.5-3hrs) £50 per session (minimum booking 2.5-3hrs) for Regular Bookings
Meeting Room	10	No	Yes	Yes	£20 during week-days (minimum booking 2.5-3hrs) £25 an hour during week-ends (minimum booking 2.5-3hrs)
Art Room	12	No	Yes	Yes	£20 an hour during week-days (minimum booking 2.5-3hrs) £25 an hour during week-ends (minimum booking 2.5-3hrs)
Kitchen	6	Yes	Yes	Yes	£25 an hour if booked for cooking purposes. Free for tea, coffee and light refreshments for Regular Bookings. Large Hall & Worship Area (Casual Bookings) £10 an hour.

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Contact for Casual/Regular Bookings	Paul Chelliah, Centre Director. T: 020 8472 8947 E: paul@thetrinitycentre.org
Deposit Required?	Regular Bookings from £50. Casual Bookings £200. Deposits refundable.
Restrictions	No smoking, alcohol or illegal substances on premises. No food or drinks to be consumed in the Worship Area.
Terms & Conditions	Available on request and attached to Contract.
Facilities	Tables, chairs, whiteboard, screens, flipchart, light and sound system and video link between Large Hall and Day Centre.
Additional Information	All spaces (except Art Room) are wheel-chair accessible. Disabled toilets available. Lift to first floor. Kitchen is available for light refreshments for Centre users. Full cooking facilities only available if Kitchen is booked separately or for Large Hall and Worship Area Bookings.