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.

**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 and two have private kitchen areas where you can provide and service your own refreshments.

**CONTACT US**

**Bookings Officer**
(01245) 252146
tmccbookings@live.co.uk

**Church Office**
(01245) 269079
(9.30am till 12.30pm)
Monday-Wednesday-Friday
trinitymethodistchelmsford@btconnect.com

www.trinitymethodistchelmsford.org.uk
# SCHEDULE OF ROOM HIRE CHARGES

**Min 4 hours each session**

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

<table>
<thead>
<tr>
<th>ROOM NAME</th>
<th>DIMENSIONS</th>
<th>MAX SEATING THEATRE</th>
<th>MAX SEATING BOARD-ROOM</th>
<th>HIRE CHARGE PER HOUR</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Room</td>
<td>7.8 x 4.1m</td>
<td>20</td>
<td>18</td>
<td>£17.00</td>
<td>Used as access to the church office in the daytime.</td>
</tr>
<tr>
<td>Ground Floor</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Chapel of Youth</td>
<td>7.8 x 5.5m</td>
<td>30</td>
<td>24</td>
<td>£22.00</td>
<td></td>
</tr>
<tr>
<td>First Floor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carol Evans Room</td>
<td>7.8 x 5.5m</td>
<td>30</td>
<td>24</td>
<td>£22.00</td>
<td>Has access to stage</td>
</tr>
<tr>
<td>Second Floor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Hall</td>
<td>14 x 9.75m</td>
<td>160</td>
<td>40</td>
<td>£32.00 £42.00</td>
<td>Daytime Evening £152 for an evening Concert Additional charge for use of the</td>
</tr>
<tr>
<td>Second Floor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Church Worship Area</td>
<td>14.7 x 9.75m</td>
<td>240</td>
<td>n/a</td>
<td>£27.00</td>
<td>£182 for an evening Concert Use of church organ if pre-agreed £50.00</td>
</tr>
<tr>
<td>Area</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Ground Floor</td>
<td></td>
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</tr>
<tr>
<td>The Link</td>
<td>12 x 7.8m</td>
<td>70</td>
<td>24</td>
<td>£27.00</td>
<td>Additional charge for use of the kitchen £22.00</td>
</tr>
</tbody>
</table>
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.
- There is a large Essex County Council Staff car park immediately opposite the church.
- This provides free parking from 6.00pm each evening and all day Saturday and Sunday but is not open to the public during office hours. The church cannot be held responsible for availability or liability when using this car park.

**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 and pianos** – The Church organ may be hired at an additional cost of £52 for use by a competent player. If one of the church organists is required a fee must be agreed with them independently. Pianos are available in all rooms and in the church although those in the Chapel of Youth the Carol Evans Room are of poor quality.

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

**Accounts**
Pre-payment is required no less then 14 days prior to arrival unless previously agreed in writing with the booking office. All deposits are non-refundable.

**Conditions of Booking**
The hirer will be responsible for paying for any security callout 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 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 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 approx 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.

Many local Bus services stop at or pass through The Bus Station and Local Bus Routes Nos 45, 45A, 41 and 51 pass the Church door whilst Nos 47, 54, 54A, 56, 56A, and 42 run down Broomfield Road about 100 Yards from The Church. The local Bus enquiry No. is 0870 608 2608.

Buses from other towns such as Braintree, Harlow, Billericay, Basildon, Danbury, Maldon and Witham also stop at the Bus station.

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).

There is a large free public car park opposite the church although this is closed to the public midweek during office hours. There is also a small Church car park adjacent to the church. 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 and Friday from 9.30am till midday).
Trinity Methodist Church
Rainsford Road, Chelmsford, CM1 2XB
Office: 01245-269079

E-mail:
trinitymethodistchelmsford@btconnect.com

Have a look at our new Web Site
Follow us on Facebook

Website: trinitymethodistchelmsford.org
Charity No. 1144617