

Trinity Church Nottingham - Booking Information

We're so pleased that you're considering hosting your meeting/event at Trinity Church Nottingham. We've put together this document to give you a few key bits of information about using our building. If you have any questions or queries, please do not hesitate to get in touch with us on 0115 962 2665 (Mon-Thurs, 9.30am-5.30pm) or email us at info@trinitychurchnottingham.org.

Costs: The cost of hiring space in our building will depend on the organisation you are hiring on behalf of, the space required and also how long you need access to the space for. We can offer you a bespoke quote if you are interested in hiring our venue. Dates are not secured until a deposit has been received.

Insurance: When using Trinity Church Nottingham you will need to have your own Public liability insurance (minimum £10m cover). You'll need to show us evidence of these documents in the booking process.

Catering: We have a caterer that we can recommend. If you are bringing in outside caterers we will need to see copies of their food hygiene certificates. Currently the kitchen space is limited so please bear this in mind when planning your event. You will need to provide your own crockery and cutlery unless agreed otherwise. Tea and coffee supplies can be provided at an additional cost of £1.50 per person up to 150 people.

AV/Projection: We have AV/Projection equipment in the main sanctuary upstairs. If you have someone with experience in this area, they can operate the equipment using the 'cheat sheets' provided. If you require someone to operate this equipment during your event, we can arrange this for you at an additional cost. Please talk to us if you require AV/Projection in other areas of the building and we will see what we can arrange for you.

Childcare Facilities: if you are providing childcare as part of your event you will be required in the booking process to either provide and adhere to your own Safeguarding Policy. Alternatively you can be given a copy of Trinity Church Nottingham's Safeguarding Policy and you can agree to adhere to that.

Keyholder: If there is no Trinity Staff Member attending your event that is willing to be the named keyholder for the event, this will need to be arranged. The charge for this is £9 per hour.

Restrictions to be aware of: Due to restrictions, we cannot have events happening before 8am or after 10pm. Even within these times we need to be aware of the sound levels and these should be kept below 90 dB.

Parking: There is a car park on Villa Road which can be used when hiring out Trinity Church Nottingham. If you're only hiring a space in the building, and not the whole building, some of the car park may be occupied. There is on street parking available on Villa Road and other surrounding roads (charges apply during the week).

Wifi: We have WiFi available in all areas of the building. If required, passwords will be given closer to the time of your booking.

Risk Assessment: You will be required to read and comply with our current risk assessment, as well as risk assessing any extra activities you will be undertaking during your time using the building.



Trinity Church Nottingham

Cleaning: We ask that you clean after your event and leave the building in the same (if not a better) condition than when you found it. If you would like to use the contracted cleaners that we use regularly, please let us know and we can provide you with their details/book them for you and invoice you.