

## Chelmsford Community Church

# Trent Road Centre Bookings

Chelmsford Community Church offers user friendly, comfortable conference and meeting facilities for up to 100 people.

We have a variety of rooms, which can accommodate conference and business meetings in a friendly environment with modern décor in a calm and peaceful environment.

### **The Church**

Chelmsford Community Church was born out of the house-church movement, around 40 years ago. We are not governed by any other organisation, but we are affiliated to the Ground Level church network. We have occupied our building in Trent Road for the last five years. We are fortunate to be close to local shops, including a co-op and takeaway outlets.

### **The Premises**

The whole of the building is on one level, it is accessible for those with limited mobility, with easy wheelchair access. Equipment for multimedia presentations is available. Coffee and tea can be provided as required.

As we are situated within Chelmsford, it means we have good links with public transport. You will find the church within a residential area, but is easy to find on Trent Road. If your organisation wishes to engage with the community, it is perfectly positioned to attract and engage with those who live in the local area.

### **Facilities**

We have all the conference facilities you'll need for your event – including audio-visual systems, projector and flipcharts.

### **Projectors**

There is an installed projector in the main hall. There is also a portable projector that can be hired for use in either our main hall or smaller rooms. It is preferable that clients bring their own laptops.

### **Sound & Induction Loop System**

A full sound and induction loop system is available in our main hall.

### **Widescreen Televisions with DVD installed**

We have portable televisions available which have a DVD player installed but also have VGA and HDMI ports to enable connection to laptops. It is preferable that clients bring their own laptops.

### **Flipcharts**

Flipcharts are available free of charge. Pens and paper are included.

### **Multi-Media**

The full package of multimedia equipment in the hall includes using any of the following:

- Lectern Microphone
- Up to 2 Tie-clip Microphones
- 2 Handheld Radio microphones
- Wired Microphones
- Induction loop
- 2 wall mounted widescreen monitors
- Technical support bookable on request.

### **Catering**

Tea, coffee, biscuits and jugs of water can be booked for serving at times that suit your event agenda.

The church is unable to offer additional catering services but we can recommend local caterers who will be glad to provide lunches to the premises, to support whole-day meetings or activities:

- <http://www.sarahscatering.co.uk/>

## **Rooms**

We have 4 rooms available for hire

### **Main Hall**

The main hall is a spacious room, which benefits from good natural lighting. It has comfortable soft seating. This room is ideally suited to conference style events. Our other rooms can be booked (subject to availability) as further workshop or break out rooms.

A full multimedia system is available for hire.

### **Community Cabin**

This insulated cabin is carpeted and has very good lighting and heating. It looks out on the lawned garden area, which can be used, weather permitting. It is equipped with a wall-mounted television, which has a DVD player installed, and which has VGA and HDMI connections for laptop connection.

This room is ideal for small business meetings, training, workshops, one-to-one meetings, interviews or as a break out room.

### **Garden Room**

This slightly smaller, but still insulated, cabin is carpeted with good lighting and heating. It looks out on the lawned garden area, which can be used weather permitting. A portable TV/DVD player with VGA/HDMI connectivity is available if required.

This room is similarly ideal for small business meetings, training, workshops, one-to-one meetings, interviews or as a break out room.

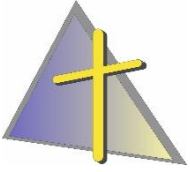
### **Trent Room**

This room has soft seating, good natural lighting and heating. It is ideal for small meetings and interviews. It has a small whiteboard and a portable widescreen television with a DVD player available. It will comfortably accommodate 10 attendees.

## **Contact:**

e-mail: [admin@chelmsfordcommunitychurch.co.uk](mailto:admin@chelmsfordcommunitychurch.co.uk)

tel: 01245 267801



## Chelmsford Community Church

# Room Bookings: Scale of charges

The same rate is applied for all bookings – be they organisational or private party.

Private parties will require an additional, returnable, £30 deposit (to be set against damage and/or excessive cleaning costs).

### Main Hall:

<b>Booking duration</b>	<b>Booking cost</b>
Up to 2.5 hrs	£50
Each additional hour (or part hour)	£20 per hour

### Community Cabin or Garden Room:

<b>Booking duration</b>	<b>Booking cost</b>
Up to 2.5 hrs	£45
Each additional hour (or part hour)	£18 per hour

### Trent Room

<b>Booking duration</b>	<b>Booking cost</b>
Up to 2.5 hrs	£37
Each additional hour (or part hour)	£15 per hour

A half hour period of grace is available either side of the booked times to allow for setting up and clearing away.