

# Trinity Community Initiatives

*based at Trinity Methodist Church & Community Venue,  
Ballymacoss Ave., Knockmore Road, Lisburn BT28 2GX*  
TCI is accepted as a charity by the Inland Revenue under reference XR76564

## Conference & Training Facilities

Max. capacity & set up			
	theatre	cabaret/classroom	boardroom
<b>Main Hall</b>	400	200	-
<b>Trinity Hall</b>	200	100	-
<b>Conference Room</b>	80	40	30
<b>Training Rooms</b>	24	20	16
<b>Committee Rooms</b>	16	-	8

### Equipment

All our rooms are comfortably furnished and equipped with flipchart (inc. paper & pens), lectern, & projection screen. In addition our conference room and two of our training rooms have a wall-mounted whiteboard.

Data projector, O.H.P. projector, DVD playback, and VHS playback can be provided in all rooms with prior arrangement and at additional hire cost.

A full sound amplification system, (inc. tie clip and hand held radio microphones), is available in our main halls at additional hire cost.

### Hospitality

We can provide full on-site catering facilities, tailored to suit your group needs. Carefully selected function menus and refreshments are available, ranging from morning coffee with freshly baked scones, a variety of lunches served buffet style, and afternoon teas. Evening functions can also be accommodated.

### Booking Terms and Conditions

1. All telephone enquiries **must be confirmed in writing** (email, fax or post). The enclosed booking form may be used but is not essential provided all required details are supplied.
2. Confirmation of the number of delegates must be provided no later than 2 working days before an event. This will be the minimum number charged for.
3. An invoice will be issued to organisers after each event. Invoices are payable within 30 days from date of issue.
4. Cancellation of a booking within 2 working days of a reservation date will be payable in full. Cancellation within 10 working days but before 2 days will be liable to room charge only.

# Tariffs 2008

## Room Hire

	<b>Full Day</b> (9 am - 5 pm)	<b>Half Day</b> (9am - 1pm/1.30-5.30pm)	<b>Evening</b> (6.30pm - 10.30 pm)
Main Hall	£200	£120	£130
Trinity Hall	£180	£100	£120
Conference Room	£125	£ 70	£ 80
Training Rooms	£ 90	£ 50	£ 60
Committee Rooms	£ 50	£ 30	£ 35

Voluntary/Community Groups may qualify for a discount. Please ask for a quotation.

## Equipment

Sound system (for Main or Trinity Hall only)	£ 40.00 per event
Data Projector	£ 30.00 per event
DVD or VHS playback	£ 20.00 per event

## Hospitality

Tea/Coffee & biscuits	£1.35 p.p.
Tea/Coffee & freshly baked scones	£1.95 p.p.
Tea/Coffee & selection of traybakes	£1.95 p.p.

Served to your group on arrival, mid morning and/or afternoon.

## Lunch Options

1. A selection of freshly prepared sandwiches, complimented with an array of cocktail sausages, sausage rolls, fruit platter and yoghurts, along with tea and coffee. £7.50 p.p.
2. Soup with fresh wheaten bread, tray bakes and fruit platter, along with tea and coffee. £10.00 p.p.
3. Hot casserole dish e.g. chicken & broccoli bake, lasagna, chicken curry, mixed tossed salad, along with tray bakes, tea and coffee. £12.50 p.p.

Selected menus can be customised to suit any group or individual needs.

Hospitality for evening functions may be arranged. Please ask for details and quotation.

# Booking Form/Details required

## 1. Details of Hirer

Name of Organisation/Company .....

Full Name of Organiser .....

Position .....

Address for invoice .....

.....

..... Post Code .....

telephone ..... email .....

## 2. Details of Event Title .....

Date(s) ..... Approx. No. of delegates .....

Access time ..... Start Time ..... Finish Time .....

### Set Up & special equipment (Please tick requirements)

Theatre	Sound System
Classroom	Data Projector
Board room (max 30)	DVD Playback
Other (please specify)	VHS Playback

### Hospitality (Please tick requirements)

Welcome tea/coffee & biscuits  
Mid morning tea/coffee & scones  
Lunch option 1  
Lunch option 2  
Lunch option 3  
Afternoon tea/coffee & biscuits

### To confirm a booking, please complete and post or fax this form to -

The Centre Coordinator  
Trinity Methodist Church & Community Venue,  
Ballymacoss Ave.,  
Knockmore Road,  
Lisburn BT28 2GX

or email the form or details required to - [bookings@trinitylisburn.com](mailto:bookings@trinitylisburn.com)