



*Loving God, Loving Huddersfield*

**Holy Trinity Church, (South Side Vestry Door), Trinity Street, Huddersfield, HD1 4DT**

**T: 01484 513213**

**E: [office@holytrinityhuddersfield.com](mailto:office@holytrinityhuddersfield.com)**

**VENUE HIRE BOOKING ENQUIRY FORM**

Please complete and return this booking form to:

**Holy Trinity Church, (South Side Vestry Door),**

Trinity Street,

Huddersfield,

HD1 4DT

**Or**

An electronic/scanned copy via email to [john@holytrinityhuddersfield.com](mailto:john@holytrinityhuddersfield.com)

<b>Name and/or Organisation</b>				
<b>Charity Number if applicable</b>				
<b>Name and Address where invoice is to be sent:</b>				
<b>Email address:</b>				
<b>Contact name:</b>				
<b>Contact Number:</b>				
<b>Date(s) of Event (s)</b>				
<b>Purpose/nature of event(s):</b>				
<b>Time of event(s) - including any set up/down time</b>	<b>From</b>		<b>To</b>	
<b>Maximum expected number of attendees:</b>				
<b>Any Additional information:</b>				

**Room and equipment requirements:**

<b>1. Main Worship Area (up to 200 people)</b>			
(includes as required)	(Please indicate Y to all those applicable)		
Kitchen			
Welcome Area			
Small meeting rooms (2 available)		If Y – number required	
Use of Piano			
Use of Organ			
<b>Additional</b>			
Use of AV for projection*			
Use of Sound system*			

**\* Use of AV (Sound system and/or Projection)**

If you wish to use the AV system (Sound and/or projection), included in the additional hire cost is someone to set up and, if necessary, operate this system for you.

If you are intending to use a laptop you will need to bring your own. We provide cables for the connection of a laptop to the projection systems **via an HDMI cable only**. Please ensure your laptop has a suitable HDMI output or that you bring an adaptor to ensure that your laptop will be able to connect to the system via HDMI.

<b>2. Welcome Area only (Up to 70 people)</b>			
(includes as required)	Please indicate Y to those that apply		
Kitchen			
Small meeting rooms (2 available)		If Y – number required	
Use of Piano			
Use of AV system*			
<i>*This includes basic projection and sound playback only (any further requirements may incur additional charges)</i>			
<b>Layout required</b>			
• Cinema Style			
• Boardroom style			
• Cabaret style			
• Other – please specify			

<b>3. Small meeting room(s) only (up to 15 people in each)</b>	
Includes use of kitchen as required	
Number of rooms required (2 available)	