



Loving God, Loving Huddersfield

Holy Trinity Church, (South Side Vestry Door), Trinity Street, Huddersfield, HD1 4DT
T: 01484 513213
E: 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

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

Room and equipment requirements:

1. Main Worship Area (up to 200 people)	
(includes as required)	(Please indicate Y to all those applicable)
Kitchen	
Welcome Lounge	
Small meeting rooms (2 available)	If Y – number required
Use of Piano	
Use of Organ	
Additional	
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.

2. Welcome Lounge only (Up to 70 people)	
(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*	
*This includes basic projection and sound playback only (any further requirements may incur additional charges)	
Layout required	
• Cinema Style	
• Boardroom style	
• Cabaret style	
• Other – please specify	

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