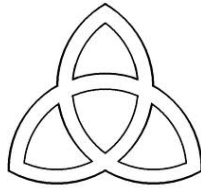


# HOLY TRINITY CHURCH

TWICKENHAM GREEN



## ROOM HIRE GUIDE

SINGLE HIRES



FEBRUARY 2024

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**Verso**

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## Hello and welcome

Thank you for taking an interest in hiring one of our rooms for a single event. We have two to offer and I rather suspect it is the Green Room that you are probably considering hiring, or perhaps you already have.



We have produced this small booklet to answer some of the questions that we often are asked. If we have missed anything out just let us know and we will do our best to help you.

The income from room hire really helps the church and means we can continue with our mission in the community.



## Address

Our address is:

Holy Trinity Church, 1 Vicarage Road, Twickenham, TW2 5TS

The What3Words address for the entrance porch of the church is **meal.secure.bring**.

Telephone: 07936 023 779 [during office hours]

## Booking

Complete the enquiry form on our website or send us an email. We will check availability and get back to you. Once a suitable date and time has been found we will send you a booking form which also acts as an invoice. Sign the form electronically to agree to our terms and conditions and make the payment by the due date shown on the invoice. We will reserve the event for you.

Your booking will only be reserved when we have a signed form and received payment. If the event is several months away we will ask for a deposit.

## Bouncy castles

Some hirers would like to have a bouncy castle. That is fine but they must be fully contained in the Green Room and not outside. You will also need to ensure that they are fully insured.



## Cancellations

If you need to cancel a booked hire of one of our rooms, the following cancellation charges apply:

- 25 calendar days or more                      no charge
- 15 days to 24 days                                50% of hire fee
- 14 days or less                                      100% of hire charge

As you will appreciate the point is whether we can re-sell the space. We do take a fair and reasonable approach to cancellation charges so please discuss your specific circumstances with us.

## Car park



There is small car parking area in front of the main doors of the church. It will fit about 10 cars on a first come first served basis.

## Chairs and tables

We have tables and chairs big enough for adults. And another selection of tables and chairs more suited to little people. They are stored in the small meeting rooms of the Green Room.

## Cleaning

Please leave the room, kitchen and toilets clean and tidy after use. Sweep up litter, crumbs etc. All cleaning equipment is in the large cleaners cupboard inside the toilet. Marks on vinyl (eg: shoe marks) can be removed with a damp cloth. You will find black bin liners in a drawer in the kitchen and remove rubbish from the church when you leave.



## Contacts

Lucy James | Parish Manager | [admin@httchurch.org](mailto:admin@httchurch.org) | 07936 023 779

Tim Little | PCC Secretary | [pccsecretary@httchurch.org](mailto:pccsecretary@httchurch.org) | 07973 272 154

Revd Simon Couper | Vicar | [vicar@httchurch.org](mailto:vicar@httchurch.org) | 07933 147 711

## Eco Church

We are an Eco Church which helps us to express our care for God's world in our worship and teaching; in how we look after our buildings and land; in how we engage with our local community and in global campaigns, and in the personal lifestyles of our congregation. To that end we are making environmentally sustainable choices where we can. You can find out more about this initiative here <https://ecochurch.arocha.org.uk>



## Emergencies

These, thankfully, are almost non-existent but you will have to make your own judgement call. If the emergency is life threatening please ring 999.

If something is not working in one of the rooms please call one of the contacts who will do their best to help.

## Exclusivity

The church has three main areas. The Green Room, The Blue Room and the main body of the church. We sometimes hire out more than one area at a time – typically the Green Room and Blue Room. However, people will not normally walk through your hire room.

## Feedback

We want to make sure that the hire went well and we delivered a high quality experience. Shortly after your hire we will ask to complete a very quick questionnaire.

## Fees

The inclusive fee for hiring a room on a one-off basis is:

- Green Room | £28 per hour in half-hour increments
- Blue Room | £15 per hour in half-hour increments

## Heating

**Green Room.** Four wall mounted radiators which are fan assisted. Controls are pre-set and the system is timed via a Hive unit. If it is particularly cold we will make additional oil filled radiators available.



**Blue Room.** Oil filled radiators and fan heaters. It is a modest sized room and tends to heat up fairly quickly.

## Helium balloons

Put simply, we discourage the use of helium balloons. It is contrary to our ethos as an Eco Church as helium is a non-renewable gas. However, we do not forbid their use. If you do introduce helium balloons to your event we ask that they are suitably weighted. If any escape to the roof of the room please get them down. Very long extending ladders are available for hire. Rather you than me!

## Insurance

Our public liability insurance **does not** cover or indemnify you for accidental injury to third parties using the room, or to loss or damage of third party property. You must have your own insurance for the hire session, especially if you have a bouncy castle.

## Keys

You will need to arrange a meeting with Lucy a good few days ahead of your event. She will give you a brief tour, show you how things work and give you a set of keys and the code for the door lock. She will also show you where to drop the keys off after the event. To make the appointment you will need to have agreed to our terms and conditions and paid the fee.

## Kitchen

There is a kitchen as part of the Green Room which you are welcome to use. It has a cooker, two kettles, water heaters, sink, hot water, jugs and glasses.

## Lights

The Green Room main lights and side aisle lights are low energy and take about 2 minutes to come on fully. When first switched on they give only a faint glow and this is normal. The main lights can also be switched from the double switch near the kitchen door. For most lights there is a bank of switches on the wall opposite the toilet.



The Blue Room simply has fluorescent tubes with a single switch next to the door leading into the church and another near the external door.

## Location

The Green Room is at the back of the church or the west end near the car parking area. The Blue Room is at the front, or altar end of the church and exits onto Pope's Avenue.

## Music

We do not have the facility for you to play music through our sound system. You are welcome to bring your own equipment.



## Office

The Parish Office is to the right of the church, through the arched gate and knock on the green doors that will be facing you. Hours are:

Monday	Tuesday	Wednesday	Thursday
08:30 to 09:00 12 noon to 12:30	08:30 to 12:30	08:30 to 12:30	08:30 to 12:30

## Payment

Payment is due prior to us confirming your reservation. Once you have signed our booking form and made the payment we will then reserve the event for you. If the event is some months away we will ask for a deposit. We now only accept payment by BACS transfer / internet banking.

## Room sizes

The room sizes and facilities in each room are shown on our website.

## Rubbish

Please remove any of your rubbish from the church – we appreciate it!

## Social media

You can keep in touch with us through our various social media channels.

- Web: [www.httchurch.org](http://www.httchurch.org)
- Facebook: <https://bit.ly/32y9NYAt>
- Twitter: @httchurchtw2
- LinkedIn: <https://bit.ly/3fZRPRz>
- YouTube: <https://bit.ly/3fQWeXh>

## Timing

One-off hires are for a minimum time slot of 3 hours and this should include time to set up your event and time to clear up afterwards. Experience tells us that the minimum before and after times are 15 minutes each. There are times when we run events back to back to help people where event hire resources are scarce. Thus, your timings are pretty absolute.

## Toilets

**Green Room** – two toilets, one of which is for less able users.

**Blue Room** – an outside toilet with a combination padlock. Not ideal, but the best we can do!

## Your equipment

You are welcome to bring your own equipment in to use if you wish. Please treat our premises as if it was your own home.

