



The **Methodist** Church 



# Trinity Methodist Church

## Woking

A great variety of spaces to hire, to suit  
your every need, in the heart of  
Woking

Presenting the Sanctuary, a flexible space for Worship, concerts, choirs, meetings, fitness classes, conferences and enthusiast gatherings.

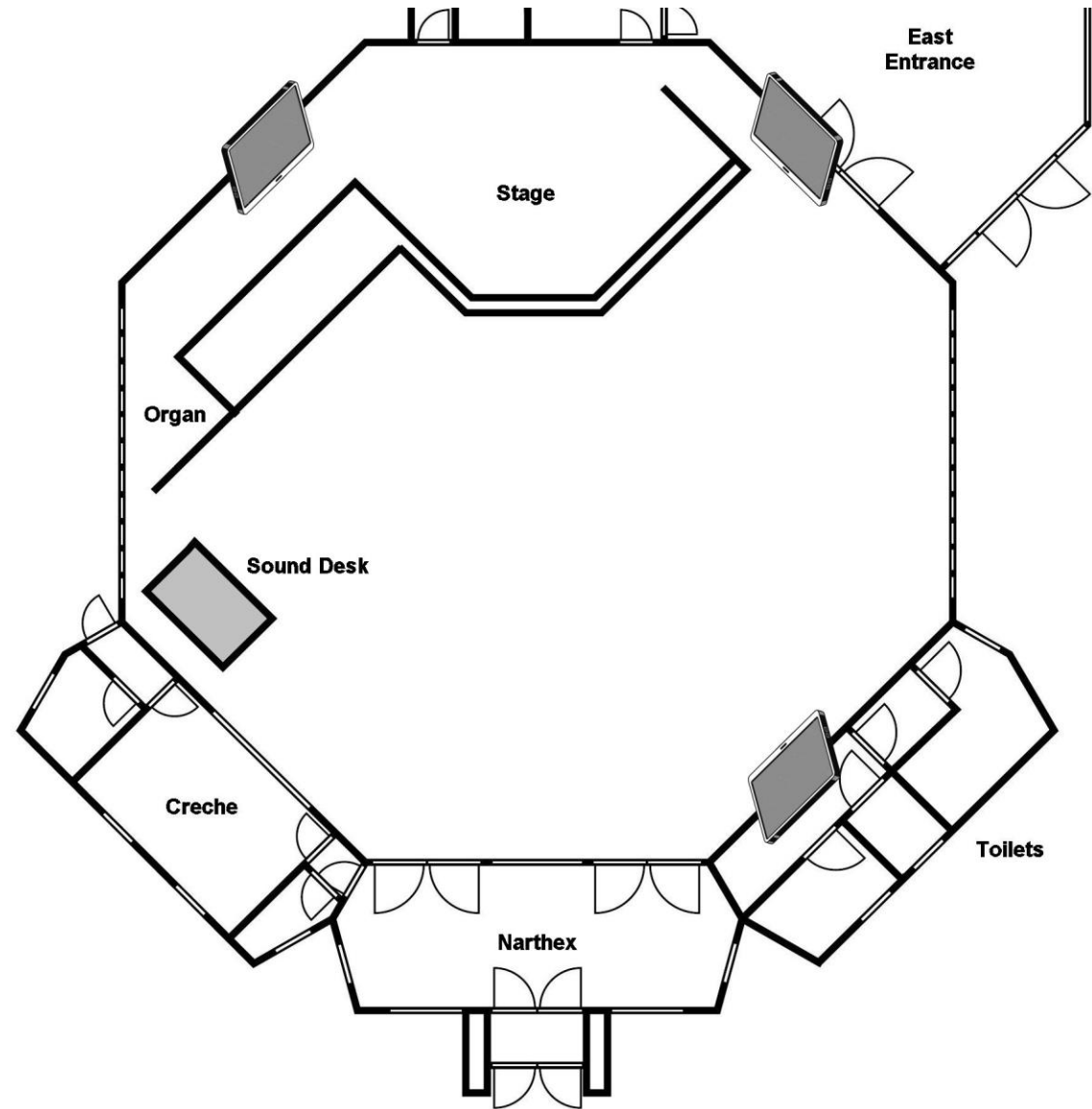






- Ability to live stream and record.
- Availability of sound desk equipped with Allen and Heath QU-24 Digital Mixer (Basic audio available without Mixer).
- Ability to live stream and record.
- Sound Desk connected to three 80inch TVs, on the wall either side of the stage and on the Sanctuary rear wall.
- The Creche room adjacent to the sound desk is connected to the audio.

- Lots of natural Light into a light and airy space
- A floor space of over 270 m2.
- The Sanctuary currently has 140+ seats, more are available.
- Multiple lighting choices.



Presenting, the Large Hall, a flexible space for theatrical Plays/Musicals, sports, fitness classes, conferences and enthusiast gatherings.



# Hall Information

Seating available for up to 150 people in a variety of formats.

The stage, lighting and sound system can be used by special arrangement.

A Piano is situated in the corner of the room.

3 sets of curtains on stage

Hall dimensions:

(L)14m x (W)10.4m x (H)5m

728 Cubic Metres

Stage Dimensions:

(L)6m x (W)5.5m x (H)2.5m

82.5 Cubic Metres







Easy access is provided through to the social area adjacent to the Kitchen.

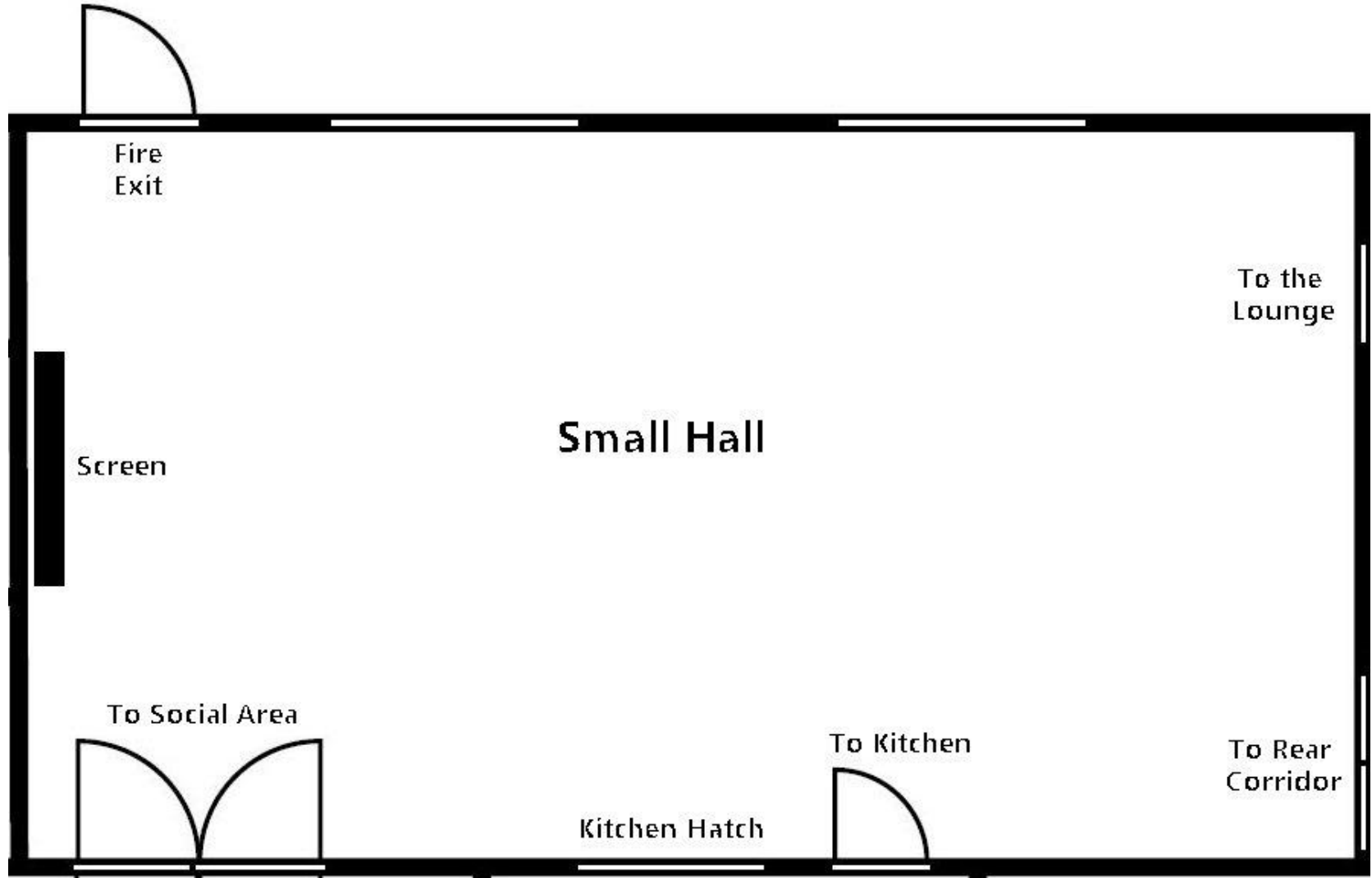
**Kitchen:** We have many facilities available to serve your own refreshments or even light meals.

Please discuss your requirements at time of booking.



Presenting, the Small Hall, a flexible space for meetings, fitness classes, conferences and enthusiast gatherings.





Fire  
Exit

Screen

Small Hall

To Social Area

Kitchen Hatch

To Kitchen

To the  
Lounge

To Rear  
Corridor

# Hall Information

Seating available for up to 80 people in theatre format.

A recently installed large screen and portable sound desk available for presentations

A Piano is situated in the corner of the room.

Hall dimensions: (L)12m x (W)6.5m



Presenting, the Music Room, a flexible space for meetings, fitness classes, conferences and enthusiast gatherings.





# Hall Information

Seating available for up to 30 people.

Trolley Mounted TV available for presentations

A Piano is situated in the corner of the room.

Hall dimensions: (L)8.2m x (W)4.2m

# Presenting, the Curtiss Meeting Room, a flexible space for meetings, conferences and enthusiast gatherings.



# Room Information

Seating available for up to 10 people.

Trolley Mounted TV available for presentations

Room dimensions (L) 3.9m x (W) 2.9m

# Presenting, the Kabin, a flexible space for meetings, conferences and enthusiast gatherings.



# Hall Information

Seating available for up to 30 people.

Trolley Mounted TV  
available for presentations

Hall dimensions: (L)8.3m x  
(W)3.3m



# The Kitchen



## Facilities for

- Hot meals
- Hot and cold drinks
- Self service tea, coffee, squash and biscuits
- Cutlery, plates, mugs etc
- Trolleys for serving
- Dishwasher for post event cleaning







# Kitchen Equipment includes:

## LINCAT Electric Oven Range

- Six ring hob
- 3 Rack Oven

Microwave

Fridge



# LINCAT automatic water boiler



# Commercial dishwasher



## Other Facilities Available with Booking Arrangements

- A range of tables to suit your needs
- Limited free parking
- Easy wheelchair access throughout
- Toilet facilities for the disabled
- Baby change facilities
- Pleasant refreshment and relaxation area
- Facilities for self service Tea, Coffee, Squash and biscuits – payable on the day or invoiced with room hire
- Flip Charts, projector, screen, and other AV equipment available for hire
- Prices are available on enquiry

For more information, please contact the Foundry Team via email

[Trinitywoking@btinternet.com](mailto:Trinitywoking@btinternet.com)

Or call us on 01483 730754 between 9am and 5pm and we will be happy to help



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## Guidance for those using our premises

### Car parking

You may use the limited parking on site but please respect the spaces that are reserved for disabled visitors and other spaces displaying a reserved sign, and do not block other cars. There are multiple public car parks available close by, the nearest being under the WWF building just along from the church.

### Room use

Please be mindful of others using the premises at the same time and to be prompt in clearing away at the end of your allotted time, ready for the next users of the space. Please note that your room hire allows access to that room only (and the kitchen by prior arrangement). Please

### Security

The premises are large and well spread out and we ask you to be vigilant to ensure that unwelcome visitors are spotted straight away.

The door is easily opened from the inside if you want to admit latecomers, or when your group is leaving.

Please ensure external doors close securely behind you, do not use fire doors unless in an emergency or to load/unload heavy equipment.

A copy of our Safeguarding policy and basic advice on what to do if faced with a vulnerable person are available on this noticeboard and upon request from the office

*The Church Council does not accept liability for loss of, or damage to, property while you are on the premises.*

### Fire

The premises are well equipped with extinguishers and alarm points, found on all exits. Please familiarise yourself with the attached premises layout to know where to go in the event of a fire. If you spot a fire, please sound the alarm, call 999, and arrange the orderly evacuation of your group. The meeting point is by the post-box on the Wheatsheaf Common opposite the Wheatsheaf public house.

### Address for emergency services:

Trinity Methodist Church  
Brewery Road  
GU21 4LH

**TMC/HIB220504v1**

## **First Aid**

There are First Aid kits positioned to the right of the kitchen opening, in the Narthex at the front of the church and in the Kabin

## **Reporting of 'events'**

If there is an incident we should know about, or an accident involving an injury, or a maintenance issue, please report it to the Office, or if out of hours please email: [Trinitywoking@btinternet.com](mailto:Trinitywoking@btinternet.com).

## **Heating**

Heating is controlled by a timer. If you adjust the thermostat or turn the heating off, please return it to its original setting otherwise it will affect the automatic control for the next session.

If you are cold, fan heaters are available on the shelf above the coat rack in the main corridor. Please return heater to the shelf after use.

## **Housekeeping**

### **It would be appreciated if your group could help us by ensuring:**

- All lights are turned off and windows and doors are closed as you leave.
- The chairs that you have used are stacked where indicated.
- Tables are folded and stacked as appropriate.
- All rooms, especially the kitchen, are left clean and tidy (cleaning equipment is held in the kitchen)

## **Point of Contact**

During most weekdays between 9am to 5pm, contact will be with our Administrator, located in the Office. If the office is not attended, and you need urgently to contact someone about an incident or issue, please call the emergency contact number:

John Nelson                      07780 573344 or  
(Admin) Daniela Warr-Schori   07492 632964

They will either advise what to do, or ensure that someone from Trinity comes to the building very quickly.

# Trinity Methodist Church Emergency Exit Routes

