



Hire Rates 2018

Basic Hourly Hire Rates

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Garden Hire

Extras



Trinity Community Arts - Trinity Centre. Trinity Road, Bristol. BS2 0NW
0117 935 1200 - info@trinitybristol.org.uk - www.trinitybristol.org.uk
Booking Enquiries: 9am-5pm, Monday-Friday



Hiring a Space at the Trinity Centre

The Trinity Centre has a range of spaces for you to hire, with capacities ranging from 60-600, as well as facilities such as our garden for outdoor workshops or our recording studios. We offer basic hire rates for those who purely need a space to rent, but we can offer you a package to suit conferences, gigs, club nights, weddings and parties, discounts for community and local resident activities at exceptionally good value. Alternatively, take a look at our extras to build a bespoke event that suits your needs.

Once you have taken a look at our pricing and packages, please get in touch with our Booking Administrator by submitting an [Enquiry Form](#) to find out about availability and start organising your event.

Please note that we often have a small backlog of booking enquiries, so your booking will be considered once we receive your enquiry form. We will respond to your enquiry within 7 days.

Consider Joining Trinity as a Member

Our members help ensure the values of the charity are supported and take an active involvement in shaping our activities.

Becoming a member also gives you access to discounted hire rates and the **Trinity Community Initiative (TCI)** scheme. To find whether you are eligible for membership or the TCI scheme please visit our website: www.3ca.org.uk/about/get-involved/membership

By hiring space at the Trinity Centre you are directly supporting local community groups, by giving them access to free or subsidised space for community projects, meetings, rehearsals and workshops through the TCI scheme.



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Basic Hourly Hire Rates

Our hourly rates are suitable for small events that require no other services. The basic hire price gives you access to our space and use of our limited tables and chairs. Any additional services can be added from our Extras section, or one of our packages may best suit your needs at the best price. Please note bookings require a minimum of 3hrs hire time on weekdays and 4hrs at the weekend. If you are adding on extra hours to a package, the below prices will be subject to 20% VAT.

Main Hall 600 standing / 200 seated Fyfe Hall 300 standing / 200 seated	Basic Hourly Rate	Concessions (includes community groups, charities & voluntary organisations)	Trinity Members & Local Residents (for residents of Lawrence Hill, Easton & Ashley wards – proof of address required)
Sun-Thurs 8am-12am	£40	£28	£24
Fri-Sat 8am-12am	£80	£56	£48
Midnight + 12am-8am (Main Hall only)	£100	£70	£60
Graffiti Room 100 standing / 60 seated (not available after 12am)			
Sun-Thurs 8am-12am	£30	£21	£18
Fri-Sat 8am-12am	£35	£25	£21
Meeting Room 8 seated	£15	£11	£9
Recording Studio	£20	£16	n/a
Live Room	£10	£8	n/a

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Conferences

Whether you would like to arrange an all day conference for your organisation, or put on a film screening for the public, we can provide the equipment and set up needed to produce a professional and stress-free event. As our packages are already costed at a discounted rate, we are sorry to say that concessionary and local resident discounts cannot be applied to these. Please enquire about our event registration and ticketing services.

*DIY set-up/set-down means we can provide tables and chairs, however you and your team will be responsible for setting them up and putting them away.

CONFERENCES	Basic Half Day	Large Half Day	Basic Full Day	Large Full Day
Timing	4hrs 9am – 1pm / 1pm - 5pm	4hrs 9am – 1pm / 1pm - 5pm	8hrs 9am – 5pm	8hrs 9am – 5pm
Set-up / Set-down	DIY*, 1/2hr before & after	Supported set up, 1/2hr before & after	DIY*, 1/2hr before & after	Supported set up, 1/2hr before & after
Space & Max. Capacity	Fyfe Hall & Graffiti Room (200) OR Main Hall (200)	Fyfe Hall & Graffiti Room (200) OR Main Hall (200)	Fyfe Hall & Graffiti Room (200) OR Main Hall (200)	Fyfe Hall & Graffiti Room (200) OR Main Hall (200)
Support	Introduction to equipment & space	In-House Technician throughout event Table & chair set-up Limited admin support	Introduction to equipment & space	In-House Technician throughout event Table & chair set-up Limited admin support
Equipment	Data Projector & Small Screen PA & wired microphones Limited tables and chairs	HD Projector & Large Screen PA & wired microphones 2 roaming microphones 2 flip-charts Limited tables and chairs	Data Projector & Small Screen PA & wired microphones Limited tables and chairs	HD Projector & Large Screen PA & wired microphones 2 roaming microphones 2 flip-charts Limited tables and chairs
Refreshments	1 serving of tea or coffee for up to 50 people. Additional servings £0.50/head	1 serving of tea or coffee for up to 100 people. Additional servings £0.50/head	2 servings of tea or coffee for up to 50 people. Additional servings £0.50/head	2 servings of tea or coffee for up to 100 people. Additional servings £0.50/head
Parking	2 parking spaces	6 parking spaces	2 parking spaces	6 parking spaces
PRICE	£250+VAT	£500+VAT	£400+VAT	£650+VAT

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Screenings, Talks, Filming & Photography

Please enquire about our event registration and ticketing services. *DIY set-up/set-down means we can provide tables and chairs or other equipment, however you and your team will be responsible for setting them up and putting them away.

SCREENINGS, TALKS, FILMING & PHOTOGRAPHY	Film Screening	Talks	Photography (commercial / non-commercial)	Filming (commercial / non-commercial)
Timing	5hrs Get in earliest 5pm Get out latest 12am	4hrs Get in earliest 5pm Get out latest 12am	Hourly Rate	Hourly Rate
Space	Fyfe Hall & Graffiti Room / Main Hall	Fyfe Hall & Graffiti Room / Main Hall	Main Hall / Fyfe Hall / Graffiti Room	Main Hall / Fyfe Hall / Graffiti Room
Support	Introduction to equipment & Space See Extras for Tech support	Introduction to equipment & Space See Extras for Tech support	See Extras for Tech support	See Extras for Tech support
Equipment	HD Projector & Large Screen PA & wired microphones Limited tables and chairs	Black-out drapes PA & wired microphones, 2 roaming microphones Limited tables and chairs	See Extras for any equipment required	See Extras for any equipment required
Bar / Refreshments	Licensed bar & staff / Tea & Coffee for up to 150 guests	Licensed bar & staff / Tea & Coffee for up to 150 guests	N/A	N/A
Set-up / Pack-down	DIY*, within 5hr package	DIY*, within 4hr package	N/A	N/A
PRICE	£300+VAT	£250+VAT	Hourly Rate per space* + £75 commercial / £50 non-commercial location fee <small>*Local resident rate not available</small>	Hourly Rate per space* + £75 commercial / £50 non-commercial location fee <small>*Local resident rate not available</small>

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Weddings & Parties

The Trinity Centre is an approved premises for Marriages & Civil Partnerships and provides a beautiful setting for your big day. Capacity for private functions is a maximum of 200 people seated at tables, with use of our limited tables and chairs and DIY set-up. Local residents are entitled to a 20% discount and a further 10% discount for Sunday – Thursday bookings. Our Wedding season runs from June – September. Please contact our Bookings Administrator to find out more.

* For weekday ceremony only bookings please contact our Bookings Administrator for pricing and details.

WEDDINGS & PARTIES 2018	Wedding Ceremony* & Reception	Wedding Reception	Private Party	Children's Party
Timing	10hrs (see Extras / Hourly Rates for additional time) Starting from when your guests arrive, get out latest 2am (12am upstairs)	8hrs (see Extras / hourly Rates for additional time) Starting from when your guests arrive, get out latest 2am (12am upstairs)	6hrs (see Extras / Hourly Rates for additional time) Starting from when your guests arrive, get out latest 2am (12am upstairs)	4hrs (see Extras / Hourly Rates for additional time)
Set-up / Pack-down	DIY Set-up from 10am DIY Pack-down 1hr after event ends Next day access until 12pm £400+VAT for 4hr Day Before set-up	DIY Set-up from 10am DIY Pack-down 1hr after event ends Next day access until 12pm £400+VAT for 4hr Day Before set-up	DIY Set-up 2hrs before guests arrive DIY Pack-down 1hr after event ends	DIY Set-up 1hr before guests arrive DIY Pack-down 1hr after event ends
Space	Full venue including Kitchen & Garden	Main Hall, Kitchen & Garden	Main Hall & Kitchen	Graffiti Room OR Main Hall & Kitchen
Support	Full admin support Sound Tech included for live music	Full admin support Sound Tech included for live music	Limited admin support	Limited admin support
Lighting, Sound & Equipment	Colour-wash & Disco lighting In-House PA and Microphones POA for Extra Sound Equipment	Colour-wash & Disco lighting In-House PA and Microphones POA for Extra Sound Equipment	Colour-wash & Disco lighting In-House PA and Microphones POA for Extra Sound Equipment	Colour-wash & Disco lighting In-House PA and Microphones POA for Extra Sound Equipment
Drinks	Licensed bar & staff for 8hrs Limited Corkage available on Wine, Bubbly & soft drinks, see Extras	Licensed bar & staff for 6hrs Limited Corkage available on Wine, Bubbly & soft drinks, see Extras	Licensed Bar OR Unlicensed Bar OR Unlimited soft drink corkage	Juice for up to 50 OR Tea & coffee for up to 50 OR Unlimited soft drink corkage
Parking	6 parking spaces included	6 parking spaces included	2 parking spaces included	2 parking spaces
PRICE	£2,300 (inc. VAT)	£1,600 (inc. VAT)	£660 (inc. VAT)	£300 (inc. VAT)

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Music

As one of Bristol's most-loved independent live-music venues, the Trinity Centre has hosted major music events since 1976 and is recognised as the birthplace of The Bristol Sound. Please contact us to discuss your requirements, or if you would like to stage an event with a smaller capacity.

To ensure suitability of your event for the Trinity Centre, we will need to discuss your plans with our Events Co-ordinator via jamell@3ca.org.uk or 0117 935 1200. Please visit <https://www.3ca.org.uk/booking/gigs/tech-spec> for our full venue spec. Please enquire about our event registration and ticketing services.

GIGS	Fyfe Hall – Live Music	Main Hall – Live Music	Main Hall - Club Night	Live Room / Recording Studio
Standard Timing	7pm - 11pm	7pm - 11pm	10pm - 4am	Hourly Rate, up to 10pm
Set-up / Pack-down	Load in from 4pm Out by 12am	Load in from 12pm Out by 12am	Load in from 4pm Out 1hr after event ends	N/a
Space	Fyfe Hall	Main Hall	Main Hall	Recording Studio / Live Room
Capacity	300 standing / 150 seated	600 standing / 200 seated	600	6-8
Lighting & Sound	Fixed lighting colour wash small L'Acoustics PA system, in house equipment.	Fixed lighting colour wash L'Acoustics PA system, in house equipment.	Fixed lighting colour wash L'Acoustics PA system, in house equipment.	Contact us for more information.
Support	Includes: Sound tech, Security Staff. For Technical Support please see Extras	Includes: Sound tech, Security Staff. For Technical Support please see Extras	Includes: Sound tech, Security Staff. For Technical Support please see Extras	For Technical Support please see Extras. Other services inc. composition and mastering.
PRICE	£600 +PRS +VAT	£1000 +PRS +VAT	£1200 +VAT	Live Room: £10/hr* Recording Studio: £20/hr*

If you would like to propose a different kind of event including extended weekend events, please get in touch via jamell@3ca.org.uk / 0117 935 1200 to discuss possibilities or build a bespoke package.

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Theatre & Dance Performances, Workshops

With sprung wooden floors in the Fyfe Hall and technical lighting and blackout drapes, Trinity is a perfect performance venue. The Fyfe Hall is great for dance, yoga, theatre and circus rehearsals. The large stage and 200 seated capacity in the Main Hall provides an incredibly versatile space as well. Please visit <https://www.3ca.org.uk/booking/theatre/tech-spec> for our full venue spec.

THEATRE DANCE	Performance Package	Rehearsal Package	Workshop/Classes Package (for ticketed events)
Timing	Rehearsal: Get in from 9am Performance: 7pm - 9pm	9am – 5pm / 10am - 6pm Monday – Friday 1 day / 5 day block	Full or Half Day (9am-5pm / 9am-1pm / 1pm-5pm)
Set-up / Pack-down	Pack-down and out by 11pm	DIY within 8hr day	DIY within 8hr day
Space	Fyfe Hall with Graffiti Room OR Main Hall	Fyfe Hall with Graffiti Room OR Main Hall	Fyfe Hall with Graffiti Room OR Main Hall
Capacity & Seating	Fyfe Hall: 150 (theatre style) (OR 105 using raked seating*) Main Hall: 200 (theatre style) *See Extras for raked seating	N/A	Up to 100 attendees dependent on the type of event
Lighting & Sound	Fixed lighting pre-set / Use of Technical lighting House PA	House PA	House PA
Support	See Extras for a Technical Lighting & Sound Engineer In-House Ticket Management available	See Extras for a Technical Lighting & Sound Engineer	See Extras for a Technical Lighting & Sound Engineer In-House Ticket Management available
Bar / Refreshments	Licensed bar included pre-show from 6:30pm (plus during interval on request)	Tea & Coffee available for £0.50pp	Use of Urn included
PRICE	£400+VAT	1 Day: £120* 5 day block: £600*	£200/£100+VAT (Full Day / Half Day: weekend) £160/£80+VAT (Full Day / Half Day: weekday)

*Discounts available for local residents and local artists. Please speak to our Bookings Team for more info.

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Exhibitions

The Graffiti room offers a light and airy space for art, sculpture or photography exhibitions. You have the choice to hire the space exclusively and run a series of public viewings, or exhibit your work while visitors to our centre can continue to use the space.

EXHIBITIONS	Non-Exclusive Space	Exclusive Space	Exhibition Launch Event
Timing	7 day exhibit but Trinity can hire the space for other events	7 day exhibit with exclusive use of the space	2hrs event 6pm - 8pm
Invigilators (to be provided by the hirer)	Optional	Invigilator required during hours open to the public	N/A
Set-up / Pack-down	Included in the 7 day package	Included in the 7 day package	1/2hr set-up from 5:30pm 1/2hr pack-down and out by 8:30pm
Space	Graffiti Room	Graffiti Room	Graffiti Room
Lighting, Sound & Equipment	Fixed picture rails	Use of 4 display cubes and fixed picture rails	Small PA No specialist lighting
Support	Staff to help with initial set-up & pack-down (up to 8hrs)	Staff to help with initial set-up & pack-down (up to 8hrs)	N/A
Bar / Refreshments	N/A	N/A	Licensed bar
PRICE	£120+VAT	£300+VAT	£150+VAT

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Garden Hire

Our garden, complete with children's natural-play area, ideal for outdoor parties. If you already have a hire package and would like to extend your event into the garden, please see Garden Add-On. Please note that we do have an outdoor noise and activity curfew of 9pm.

GARDEN	Garden Add-On	Garden-Only	Garden & Indoor Kitchen	Children's Garden Party
Timing	Hire for time equal to your existing package (9pm latest)	Up to 8hrs (9pm latest)	Up to 8hrs (9pm latest)	Up to 4hrs (9pm latest)
Space	Garden	Garden only (with Graffiti room wet weather contingency)	Garden & Indoor Kitchen (with Graffiti room wet weather contingency)	Garden & Indoor Kitchen (with Graffiti room wet weather contingency)
Equipment / Activities	Limited picnic benches To hire a gazebo please see Extras	Limited picnic benches To hire a gazebo please see Extras	Limited picnic benches To hire a gazebo please see Extras	Play area, Forest School or Garden Quest, planting materials, 2 gazebos
Support	N/A	N/A	1 Duty Manager	1 garden facilitator (with relevant DBS checks)
Bar / Refreshments	N/A	N/A	N/A	Juice for up to 50
PRICE	Garden: £50+VAT	£120	£200 + £175 refundable cleaning & damages deposit	£300

For garden-only hire which is not part of a wider package, use of building and access to Trinity Centre amenities may be limited due to other events happening in the building. The garden has access to a unisex compost toilet. There are no hot-water facilities available for the garden-only hire.

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Extras

Build a bespoke package using our Extras guide below, or upgrade elements of the package you have chosen above. If you can't find a package or the extras to suit the event you are planning please feel free to discuss your ideas with our Bookings Team on 0117 395 1200 or via info@3ca.org.uk.

Sound	Price
House PA system (L'Acoustics: speakers, mixer & wired mics)	£200+VAT
Small PA system	£50+VAT
Sound Technician (min 4hr booking) : if not included within a package	£10/hr+VAT
Wireless Microphone	£30+VAT
Advanced band set up	£POA
Lighting	
Basic colour-wash or pre-set disco lighting	£50+VAT
Bespoke lighting set up	£POA
Lighting technician (min. 4hr booking)	£10/hr+VAT
Projection	
Data Projector	£40+VAT
Small Screen (2m x 1m)	£10+VAT
HD Projector (front or rear projection)	£100+VAT
Large Screen (10'x7')	£40+VAT
Projector Cradle	£35+VAT

Production	Price
Staging (per 2m x 1m unit / max 20 units available)	£10+VAT
Staging legs (price per set of 4 - varying heights)	£5+VAT
Raked seating (seats 100 over 5 tiers, inc 2 rows in-front)	£200+VAT
Set-up Support	
Chair set-up & pack-down	£0.25/chair
Table set-up & pack-down	£0.60/table
Drinks & Extras	
Tea & Coffee (min. order of 20)	£0.60/head
Juice	£0.60/head
Soft Drinks Corkage	£0.60/head
Wine Corkage (max ½ bottle pp)	£5/bottle
Bubbly Corkage (max 1/3 bottle pp)	£7/bottle
Licensed bar (added onto your event package) Min charge £60 for first hour + £30/hr thereafter (min 3hrs)	£60+£30/hr +VAT
Private Party / Wedding Extension with licensed bar	£120/hr
Refundable deposit for all events involving food	£175

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Additional Information

VENUE TECH SPEC	Main Hall	Fyfe Hall
Max Capacity	600	300
Dimensions	18.2m w (11.2m pillar to pillar) x 20.2m l x 3.9m h	11m w x 21m l x 9.8m h
Load-in	Through rear loading bay (no stairs)	Through reception via lift
Crew & Security	Available for hire. See Extras.	Available for hire. See Extras.
Stage	7.3m w x 6.2m l x 2.9m h (1m off floor)	Available for hire. See Extras.
Barriers	Available for hire £POA	N/A
PA Wings	None	None
Clearance	Stepped - 2.9m back, 2.7m front	N/A
Proscenium	None	None
Fire Curtain	None	None
Special Effects	Local Council approval needed	Local Council approval needed
Black-Out curtains	Available	Available
Flying Points	None	None
Power	63 amp 3 phase / 2 x 32 amp single phase / 12 x 13 amp single phase	32 amp 3 phase / 32 x 13 amp single phase (24 x in Graffiti rm)
Mixer position	Rear of Hall Floor	Rear of Hall Floor / flexible
Sound	L'Acoustics PA sound system Midas M32 Digital Console For a full venue tech spec please click here	L-Acoustics X12 Monitor x 2 (on stands) L-Acoustics LA4X amplifier 8 Channel Mixer plus XLR cables: Soundcraft EFX8
Lighting	Chamsys MQ40 Lighting console Basic colour wash, disco-stye and intelligent lighting available	Strand 100 plus lighting desk x1 (alternative desk: Chamsys MQ40 Lighting console)
Dressing Room	1 Backstage room 3m x 7m (no showers)	Adjacent Green Room 3m x 3m (no showers)

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Other helpful Information

Main Hall	18.2m w (11.2m pillar to pillar) x 20.2m l x 3.9m h
Fyfe Hall	11m w x 21m l x 9.8m h
Graffiti Room	11m w x 12m l
Garden	25m w x 20m l (to polytunnel)
Meeting Room	3m w x 7m l
Green Room	3m w x 3m l
Lift	max load 630kg / 8 persons

Please note that when planning an event involving tables and chairs that the maximum capacity of the space will be reduced depending on the size, shape and volume of furniture. Please speak to our Bookings Team to discuss the possibilities.

You can find our full venue spec here: <https://www.3ca.org.uk/booking/gigs/tech-spec> and information about each space by visiting the Space Hire section of our website: <https://www.3ca.org.uk/booking>

Basic Terms and Conditions

- All bookings must be confirmed with a 50% deposit, full payment required prior to event
- Hirers for public events will be required to present their own public liability insurance
- Minimum hire: 3 hours on evenings and weekends, 4 hours Friday and Saturday nights
- Rates may increase on public holidays and are subject to change – updated August 2017
- Bookings and/or cancellations may be subject to an administration fee (£75 standard, £50 concessions)
- For full terms and conditions visit <https://www.3ca.org.uk/booking/hire-info/terms-conditions/view>



Contact Us

Address

The Trinity Centre,
Trinity Road,
Bristol. BS2 0NW .

Telephone

0117 935 1200

Email

info@3ca.org.uk

Website

www.trinitybristol.org.uk



Walking from Bristol City Centre, 15 minutes walk

- Head East from central Bristol towards Cabot Circus/Castle Park
- From Castle Park/ Cabot Circus continue along Castle Street towards Temple Way
- Cross Temple Way at the Old Market roundabout
- Continue along Old Market as it changes into West Street
- The Trinity Centre will be ahead of you, on the corner of Trinity Road and Clarence Road

Walking from Bristol Meads Train Station, 10 minutes walk

- Exit the train station through the Temple Quay exit (side exit past the telephone booths)
- Walk past the car park and across the Square (signposted) and along Temple Back
- Turn right and continue over the bridge until you reach Old Market Round about and continue onto West Street
- The Trinity Centre will be ahead of you, on the corner of Trinity Road and Clarence Road

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Buses from Bristol Centre

A number of main bus routes pass the Trinity Centre, either along Stapleton Rd or along Clarence Rd. Main buses along Stapleton Road are 5, 24, 48, 49 as well as the night bus N2.

Driving From M32

- Come off end of M32 onto Newfoundland Way
- Turn left at Office Outlet (formerly Staples) into Holton St (1st set of lights after end of motorway)
- Continue on into Wade St, turn left at end into Lawfords Gate
- Follow road round bearing right into Trinity Road and the Trinity Centre is on you left - you can't miss us!

Parking

Our car park is 24hr Pay & Display and all visitors are required to pay and display, including staff, volunteers, hirers, Centre visitors and Blue Badge Holders.

Why does Trinity charge for parking?

Trinity is a charity and we run the Trinity Centre almost entirely on the income we generate from hire of the premises and events. Revenue from our car park helps to fund Trinity Centre running costs and our programme of community activities. This is a vital source of income and helps to sustain our community centre and maintain and repair the listed building. It allows us to offer free and subsidised use of our hall-space for community activities and helps to match fund projects such as our heritage, arts and youth activities.

In 2015/16 we provided over 3,000 hours of free and subsidised hall space to grass-roots groups to deliver their community activities and events. Such schemes simply would not be possible without generating unrestricted revenue through the hire of our car park.

More information about current parking rates, restrictions and FAQ can be found here:

<http://3ca.org.uk/contact/map/driving/parking>

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