



## MEETINGS AND CONFERENCES

Thank you for your enquiry regarding use of the Trinity Centre for your meeting or conference. The Trinity Centre is conveniently situated close to the A66 with ample free parking. Clients are impressed by the quality and design of the building, which provides a comfortable and pleasant space for any event. The Cloister Garden provides a beautiful, peaceful place for relaxation during refreshment breaks and will add an extra dimension to your day. We hope the information below will assist you in planning your event.

### Hire of rooms

The Trinity Centre has a variety of rooms to suit your needs, please feel free to make an appointment to view the building and our friendly staff will be pleased to help you. The Main Hall is ideal for large meetings, with other rooms available for break out groups. The Niven Room is an excellent conference or training space with built in projector, white boards and flip chart, it can be extended by opening up into the adjoining Dow Room. The Dow and Ebor Rooms are ideal for meetings and small group work, the Ebor Room provides a more informal setting, and is ideal for counselling and therapeutic groups.

### Hire of equipment

Equipment listed below is available to hire, please enquire about prices and availability.

- Powerpoint (laptop, projector and screen)
- TV and DVD
- Flipchart (including paper)
- Sound system

### Catering

The Trinity Centre has been awarded a 5 Star Excellence Award for Food Hygiene (The highest award in the Tees Valley). The Trinity Centre uses Fairtrade products whenever possible. We can cater for special dietary requirements including vegetarian, allergies and religious options- please inform us at the time of booking to discuss your individual needs and adjust menus accordingly. We can also create any tailored menu to suit individual tastes including foods not mentioned on our lists.

#### **Please note:**

Final numbers for catering must be confirmed at least 48 hours before the event.  
Cancellations within 36 hours of the event, full charges for buffets will apply.

#### **Refreshments**

Tea/coffee/biscuits **£1.50 per person**

#### **Breakfast**

A selection of Danish pastries and croissants

Seasonal fruit platter

Tea and coffee

**£3.75 per person**

## **Buffet Lunches**

### **Menu A- Light-bites Finger Buffet**

A selection of sandwiches made with a variety of bread and fillings (one and a half rounds of sandwiches per person)  
Individual homemade cake selection  
Crisps  
Tea and coffee  
**£4.25 per person**

### **Menu B – Finger Buffet with Salad**

A selection of sandwiches made with a variety of bread and fillings  
Homemade quiche selection  
Seasonal salads  
Homemade coleslaw  
Homemade cake selection  
Tea and coffee  
**£5.00 per person**

### **Menu C -Finger Buffet**

A selection of sandwiches made with a variety of bread and fillings  
Pizza slices/ pastry rolls  
Sea salt and cracked black pepper potato wedges and dip  
Vegetable crudités and dip  
Homemade cake selection  
Tea and coffee  
**£5.25 per person**

### **Menu D-Finger Buffet**

A selection of sandwiches made with a variety of bread and fillings  
Chicken breast goujons & dip  
Sea salt and cracked black pepper potato wedges and dip  
Homemade quiche selection  
Vegetable crudités and dip  
Homemade cake selection  
Tea and coffee  
**£6.25 per person**

## **Fruit platter**



**A healthy addition to any menu**

**£10**

**Fruit platter  
Serves 10+**

## **Hot meal options**

Hot meals are available on request, please enquire regarding menus and prices.



