

Bat & Ball Centre Hire Enquiry Form

(Please note that the completion and forwarding of this form does not confirm a booking)

Date of Hire requested	
Times of Hire requested Please allow for any setting up and tidying away within your hire period	

Harry Garrett Hall (Large Hall) (please tick)	
John London Hall (Small Hall) contains kitchenette with sink, fridge and kettle (please tick)	
Meeting Room (please tick)	
Harry Garrett and John London Halls together (please tick)	

Additional Facilities (please state quantities) <ul style="list-style-type: none"> • Flipchart • Bridge Tables • 6ft Round Tables (chargeable) • Round Tablecloths (chargeable) • Caretaker set up (chargeable) • Trestle tables and chairs • MUGA for sports parties together with hire of hall (chargeable) 	
Audio visual, public address and lighting packages. (please select) See page 7	Bronze / Silver / Gold
Use of main kitchen (chargeable) (please select)	YES / NO
Catering (separate charges apply) Tea / Coffee (please state numbers) Other catering – to be discussed See page 9	YES / NO

<p>What is the event / purpose of hire?</p> <p>For children's parties, please state what sort of entertainment you are having. Sports parties are only suitable for the MUGA</p>	
<p>Are you hiring a bouncy castle or other inflatable? (please select)</p> <p>Bouncy castles can only be used outdoors</p> <p>See separate Terms and Conditions</p>	YES / NO
<p>Are tickets being sold for the event? (Please select and give details)</p>	YES / NO
<p>Are you hiring for commercial or non-commercial purposes? (please select)</p> <p>To qualify for the non-commercial rate one of the following criteria needs to be met:</p> <ul style="list-style-type: none"> • Event is held by a charity • Event is free of charge for attendees, or fee charged to cover costs only (event is not primarily intended towards making a profit) 	COMMERCIAL / NON-COMMERICAL

Your Name	
Address	
Telephone	
Email	
Name of Organisation (if applicable)	

Please return Enquiry Form to Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG or email to hallhire@sevenoakstown.gov.uk
Telephone 01732 459953.