

Bat & Ball Centre Hire Enquiry Form

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

Date of Hire requested	
Times of Hire requested	
Harry Garrett Hall (please tick)	
John London Hall (please tick)	
Meeting Room (please tick)	
Harry Garrett and John London Halls together (please tick)	
Additional Facilities (please state) <ul style="list-style-type: none">• Flipchart• Microphones• Presentation Screen for use with Hirer's laptop	
Use of kitchen	
Are you hiring for commercial or non-commercial purposes? (please state) To qualify for the non-commercial rate one of the following criteria needs to be met: <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)	

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

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