Bat & Ball Station Building Hire

ENQUIRY FORM

(Please note that completion and forwarding 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	
Pooking Hall (places tick)	
Booking Hall (please tick)	
Luggage Room (please tick)	
Additional Facilities (please tick)	
• Flipchart	
Microphones	
• 75" Presentation Screen for use	
with hirer's laptop (HDMI	
connection)	
Room layout (chairs & tables)	
Refreshments (separate charges apply)	
Tea / Coffee (please state numbers) Other refreshments – to be discussed	
other refreshments – to be discussed	
Your Name	
Telephone	
Email	
Name of Organisation (if applicable)	
Address to appear on invoice	

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