

## Bat & Ball Station Building Hire

### ENQUIRY FORM

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

|  |   |
|--|---|
| <b>Date of Hire requested</b>  |   |
| <b>Times of Hire requested</b><br>Please allow for any setting up and tidying away within your hire period   |   |
| <b>Booking Hall (please tick)</b>  |   |
| <b>Luggage Room (please tick)</b>  |   |
| <b>Additional Facilities (please tick)</b> <ul style="list-style-type: none"><li>• Flipchart</li><li>• Microphones</li><li>• 75" Presentation Screen for use with hirer's laptop (HDMI connection)</li><li>• Room layout (chairs &amp; tables)</li></ul> |   |
| <b>Catering and beverages from Lilia's Kitchen (see menu)</b>  | <b>Please contact Lilia directly to order</b> |
| <b>Tea / Coffee supplied by Sevenoaks Town Council. Only for room hire:</b><br>Monday to Friday after 4pm<br>Saturdays before 10am or after 3.30pm<br>Sundays<br>(Please state numbers)  |   |
| <b>Your Name</b><br><br><b>Telephone</b><br><br><b>Email</b>   |   |
| <b>Name of Organisation (if applicable)</b><br><br><b>Address to appear on invoice</b>   |   |