

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 sufficient time to set up and tidy away within your hire period	

Harry Garrett Hall (Large Hall) (please tick)	
John London Hall (Small Hall) (please tick) contains kitchenette with sink, fridge and kettle	
Meeting Room (please tick)	
Harry Garrett and John London Halls together A charge will be applied for the removal of partitioning panels (please tick)	
Use of main kitchen only available for hire with Harry Garrett Hall and chargeable (please tick)	

Additional Facilities (please state quantities) <ul style="list-style-type: none">• Flipchart• Bridge Tables• 6ft Round Tables seat 8-10 people per table (chargeable)• Round Tablecloths (chargeable)• Caretaker set up (chargeable)• Trestle tables and chairs• MUGA for sports parties together with hire of hall (chargeable)• Microphones• Projector (Harry Garret & John London halls)• Presentation Screen (Meeting Room)	
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Technical Support for audio visual, public address and lighting (chargeable)	YES / NO
Tea / Coffee (chargeable) If required please state numbers	YES / NO
What is the event / purpose of hire? If it is a party for under 21's please state the age.	
How many people will be attending?	
Are you hiring a bouncy castle (outdoors) or other inflatable? (please select)	YES / NO
Are tickets being sold for the event? (Please select and give details)	YES / NO
Are you hiring for commercial or non-commercial purposes? (please select) 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) 	COMMERCIAL / NON-COMMERICAL

Your Name	
Address	
Telephone	
Email	
Name of Organisation to appear on invoice (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