

# Bat & Ball Centre Hire Enquiry Form

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

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

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

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

<p><b>What is the event / purpose of hire?</b></p> <p>For children's parties, please state what sort of entertainment you are having</p>	
<p><b>Are you hiring a bouncy castle or other inflatable?</b> (please select)</p> <p>Bouncy castles can only be used outdoors</p> <p>See separate Terms and Conditions</p>	<p><b>YES / NO</b></p>
<p><b>Are tickets being sold for the event?</b> (Please select and give details)</p>	<p><b>YES / NO</b></p>
<p><b>Are you hiring for commercial or non-commercial purposes?</b> (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"> <li>• Event is held by a charity</li> <li>• Event is free of charge for attendees, or fee charged to cover costs only (event is not primarily intended towards making a profit)</li> </ul>	<p><b>COMMERCIAL / NON-COMMERICAL</b></p>

<b>Your Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Name of Organisation (if applicable)</b>	

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