# Bat & Ball Centre

## Civil Marriages and Partnerships
## 2026 – 2027

"Your Wedding, Your Way"

SCAN ME

Sevenoaks Town Council

Town Council Offices | Bradbourne Vale Road |Sevenoaks | TN13 3QG
Tel: 01732 459953
www.sevenoakstown.gov.uk

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# Overview

Create your own wedding on the stunning blank canvas of this modern building, filled with light, outstanding contemporary design features and the latest audio and lighting equipment.

The Bat and Ball Centre is Sevenoaks is now registered as an Approved Premises for civil marriages and partnerships, offering a perfect backdrop for your special day.

The venue boasts abundant natural light with floor to ceiling windows overlooking the verdant garden and charming wooden gazebo, available for outside ceremonies in the summer months.

From the spacious foyer with original sculpture to the beautiful sprung wood floor in the main hall for your evening dance reception, this is a distinctive venue.

The centre is conveniently situated for easy road and rail connections to London and the M25, with the benefit of easy parking.

Hire the venue and create it bespoke for your vision, with all the personal and stylish touches you would like to see, bringing in your own caterers to the fully equipped kitchen.

The centre is available for dry-hire from 2024 and can seat up to 160 guests for the ceremony.

Please note that at least 90 days' notice must be given for the Registrar to attend the ceremony.

# What We Offer

- Exclusive use of the building
- Large hall licenced for ceremonies up to 160 guests
- Additional use of the John London Hall and The Meeting Room throughout the day
- Outside Gazebo licenced for ceremonies up to 160 guests during British Summer Time
- Equipped kitchen for your caterer to use
- Indoor tables and chairs included
- Access to venue from 9am to decorate
- Set up to be organised by your own wedding team
- Audio visual equipment available to hire
- Music must finish by 11pm and the premises must be tidy and vacated by 12 midnight
- Clearing up to be organised by your own wedding team
- Available Friday, Saturday and Sunday for weddings

Please contact Liz at hallhire@sevenoakstown.gov.uk or call 01732 459953. www.sevenoakstown.gov.uk

# Facilities

**General and access**
The Centre has level access with push button automatic double doors into the main entrance. An acoustic loop system is fitted in all rooms for those with hearing impairment.

**Equipment**
Wi-Fi is available throughout the building and modern audio-visual equipment is available to use. Please see page 10 for audio visual, public address and lighting package prices.

**Harry Garrett Hall (Licensed Room)**
Licensed for up to 160 guests for your civil marriage or partnership. If the garden area is to be used for ceremony then the Harry Garrett Hall is kept clear in the event that the ceremony has to be moved indoors.

**Landscaped garden area with Gazebo (Licensed Outdoor Ceremony Area)**
Licensed for up to 160 guests for your civil marriage or partnership during British Summer Time. With water feature, electricity, large terrace and seating.

**The John London Hall**
For set up of tables prior to the ceremony. Partitioning panels between the Harry Garrett and John London halls can be opened up after the ceremony has taken place to create more space for your reception.

**The Meeting Room**
For registration staff to interview the couple individually and confidentially prior to the ceremony. If the bride is preparing for the ceremony in this room then the groom can be interviewed in the Harry Garrett Hall.

**Foyer**
An adaptable space, which includes moveable furniture and a large presentation screen.

**Kitchen**
There is a catering-standard kitchen available, which includes use of a kettle, oven, fridge/freezer, glasses, cutlery and crockery.

**Chairs**
Chairs may be used for an outdoor ceremony but normally matting would be required.

**Defibrillator** This is located on the outside wall by the front entrance.

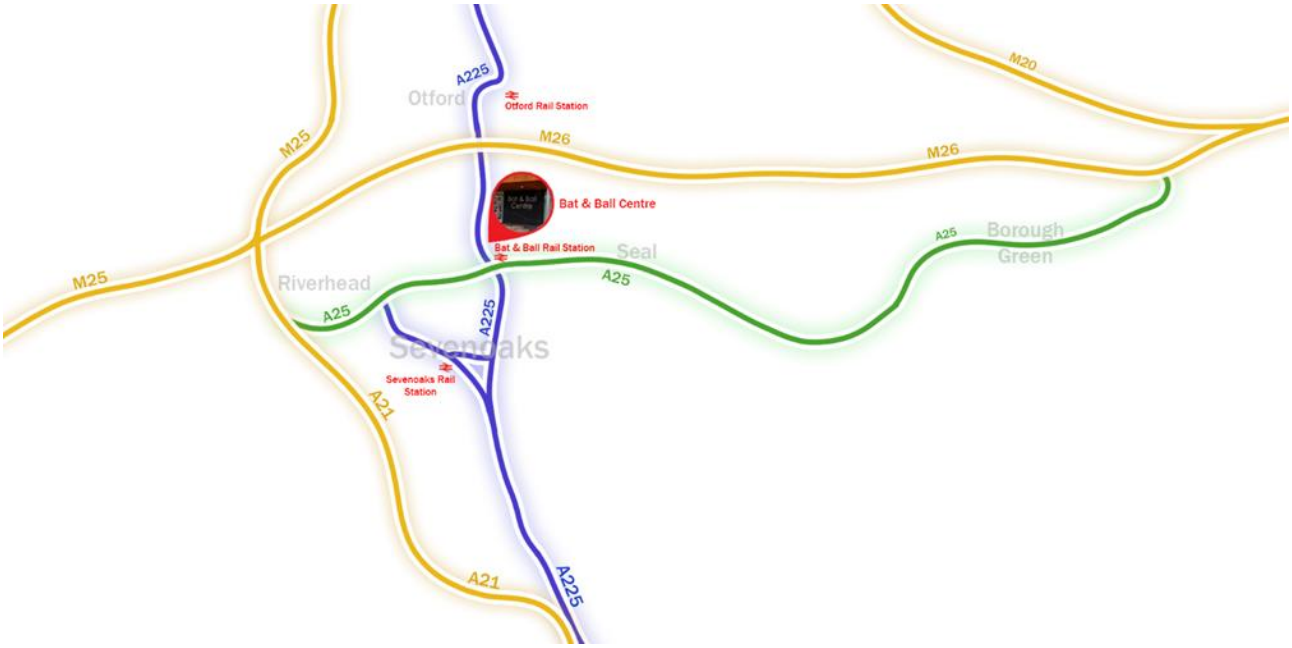
**Parking** There are 66 free car parking spaces outside the Centre and 3 disabled parking spaces. An additional 2 spaces have charging points installed.

**Cyclists** can make use of cycle racks.

**Public Transport**
Easy access to Bat & Ball Station [southeasternrailway.co.uk](southeasternrailway.co.uk) [thameslinkrailway.com](thameslinkrailway.com)
Buses and Go-Coach direct hire service [go-coach.co.uk/Timetable](go-coach.co.uk/Timetable)

**Location of Bat & Ball Centre**

The Bat and Ball Centre
Cramptons Road
Sevenoaks
TN14 5DN




**Virtual Tour**
Take a virtual tour at:
[https://my.matterport.com/show/?m=qpfvaa9i8cJ&brand=0](https://my.matterport.com/show/?m=qpfvaa9i8cJ&brand=0)
or by scanning the QR code.

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# Photo Gallery of Rooms and Outdoors

**Main entrance** with ramp and steps leads into a ...

... welcoming **foyer**: an adaptable space, which includes moveable furniture, a large screen and a hatch through to the kitchen.

The **Harry Garrett Hall** (Large Hall) with a wall of windows onto a landscaped garden, includes a small stage, piano, hatch through to the kitchen, large screen, full technical equipment and lighting for presentations.

Sliding doors lead through into the ...

... **John London Hall (Small Hall)**: a smaller room with kitchenette, children's toilets, screen and secure outside space.

The **Meeting Room** has a window aspect

The **Garden Area** with **Gazebo**

# Room Specifications

The Harry Garrett Hall and Outdoor Garden Area with Gazebo are for civil marriages and partnership ceremonies up to 160 people. For your reception, please see the Terms and Conditions Item 5 Maximum Capacity as determined by premises regulations on page 12.

| | Harry Garrett Hall (Large Hall) | John London Hall (Small Hall) | Harry Garrett & John London Halls Combined (partitioning panels removed) | Gazebo | Meeting Room For Registrars |
|---|---|---|---|---|---|
| Room size | 23.5m x 13.25m | 11.6m x 6.85m | | | 6.3m x 3.9m |
| Room/garden capacity for ceremony | 160 seated | Not available | Not available | 160 seated | |
| Maximum room capacity for reception | 160 seated at tables | | 260 seated at tables | | |
| 6ft round tables | 20 | | 26 | | |
| Other tables | 4ft trestle tables (17)<br>5ft trestle tables (16)<br>6ft trestle tables (18)<br>Bridge Tables (21) | | | | |
| Chairs | Included | | | Included | |
| Stage 6m(w) x 2m(d) x 0.6m(h) | Included | | | | |
| Screen for presentation | Included | | | | |
| Hearing Loop | Included | | | | |
| Microphone | On request | | | | |
| Coat Rail | Included | | | | |

# The Cost of Your Wedding Package from 1st April 2026 to 31st March 2027 is:

## £2912

### What's Included

- Exclusive use of the building
- Large hall licenced for ceremonies up to 160 guests
- Additional use of the John London Hall and The Meeting Room throughout the day
- Outside Gazebo licenced for ceremonies up to 160 guests during British Summer Time
- Equipped kitchen for your caterer to use
- Access to venue from 9am to decorate
- 6ft round tables, tablecloths and chairs
- Standard audio visual package
- Garden area and Gazebo

### What's Extra

- A refundable damage deposit of £400 will be applied to your invoice
- The Silver and Gold Audio Visual, Public Address and Lighting packages see page 10 for cost

# Audio Visual, Public Address and Lighting

The Harry Garrett Hall and John London Hall are equipped with audio visual, public address and lighting as standard in your room hire.

**Additional technical support staff** can be booked to support you throughout your event or if you require more advanced equipment or would like a little bit of comfort. You will be invited to discuss your requirements with them. At least 1 months' notice must be given prior to the event if you wish to book technical support and is subject to staff availability.
Please note that if you are hiring a DJ then they will, most likely, bring their own lighting and sound equipment. In this instance the standard equipment available in the halls should be adequate.

You are welcome to arrange a visit to the Centre ahead of your event to test out your equipment.

| | Equipment | Cost |
|---|---|---|
| **Standard**<br><br>Available in both the Harry Garrett and John London Halls | **Projection:** For use of the overhead projectors in either the large (Harry Garrett) or small (John London) halls. You will need to bring along compatible equipment. Your laptop must have both a **HDMI** port and a **USB** port. Without both of these outputs on your device you will not be able to connect to the overhead projectors and speakers.<br><br>**Audio:** To connect to the sound system in the hall to play music etc. for your booking, you can use one of two options; **Bluetooth**: Either your laptop or mobile phone will be able to connect to the passive Bluetooth connection in the centre. **HDMI**: A laptop device connected via the HDMI connection (mentioned above in 'Projection') will also have a stable audio connection to the hall's sound system. **DJ**: DJ equipment can be connected to the RCA jacks on the left-hand side of the stage. There are XLR converters available upon request.<br><br>**Microphones:** For use of the microphones (Standing/handheld, or lapel microphones) you must state your requirement beforehand when completing your booking. The microphones of choice can then be set-up and tested by the on-site caretaker/technician prior to your booking/event. | **Included in room hire** |
| **Technical Support**<br><br>**Available in the Harry Garrett Hall** | **Use of the above plus**<br><br>• Use of Zero-88 FLX S48 Lighting console for full production control<br>• Use of Yamaha TF1 Digital sound console and RIO 1608 stage boxes for full production audio control<br>• Access to all user functions of touchscreen control for AV and lighting states<br>• Access to 8 Fresnel LED luminaires<br>• Access to 6 Wash-light LED luminaires | **£73 per hour** |

# Bat & Ball Centre
# Terms & Conditions of Hire

**Definitions**

For the purpose of these Conditions of Hire, "Hirer" means the person or organisation to whom this letter and accompanying invoice is addressed, and "Council" means Sevenoaks Town Council, which is the owner and operator of the Bat & Ball Centre ("the Centre").

1. **Payment**
   a. The Hirer shall pay a **Holding Deposit** of half the cost of a booking within 2 weeks of confirmation of booking and the balance of fees is due one calendar month prior to the event.

   b. All events require the payment of a refundable **Damage Deposit** of £400, which will be applied to the invoice. This is separate from the Holding Deposit. The Damage Deposit will be returned after the event, provided no damage is caused at the Bat & Ball Centre, all rubbish is removed and the building is left in a clean state. This includes the cleaning of any kitchen equipment used. Please ensure that caterers are aware of this.

   c. If the Hirer has not vacated the building by midnight, additional charges will be invoiced and deducted from the damage deposit. This is to cover additional caretaking costs which are incurred.

   d. **Damage caused to the varnished wooden flooring will result in a charge of £1000 being invoiced to the Hirer.** Please see clause 15 (no adhesive products are to be used on the floors and walls) and note that this also relates to dance floors, runways and carpets, which are NOT permitted in the Centre, see clause 16.

2. **Gratuities**
   Town Council Staff are not permitted to accept gratuities or tips.

3. **Payment Procedure**
   Please sign and detach the Enquiry Form and return it to Sevenoaks Town Council at the address overleaf.

   Once we have confirmed your booking, and you have been invoiced, payment needs to be made in accordance with Section 1 above.

   Payment can be made by the following methods:
   - cheque made payable to **Sevenoaks Town Council.**
   - card by phoning Sevenoaks Town Council on **01732 459953**.
   - bank transfer to NatWest Bank, account name **Sevenoaks Town Council**, sort code **60-19-02**, account number **23169788** using your invoice number as the reference.

4. **Cancellation**
   a. If the Hirer cancels the booking within 21 days of the date of the event the full fee will be payable.

   b. In the event of the Council cancelling the booking due to the premises being unfit for its intended use or required as a Polling Station, all fees paid by the Hirer shall be refunded.

c. The Council reserves the right to cancel any bookings at any time without incurring any liability to the Hirer.

d. National Mourning - If the event is cancelled due to period of National Mourning, which is beyond our control, we would endeavour to re-schedule the booking.
Hirers are advised to check out their insurance – especially those planning their weddings.

**5. Maximum Capacity** – as determined by premises regulations.

a. The Harry Garrett Hall has a maximum capacity of 340 standing, 340 seated in theatre style and 160 seated at tables (these figures include helpers and performers).
b. The John London Hall has a maximum capacity of 130 standing, 120 seated in theatre style and 65 seated at tables
c. The Harry Garrett and John London Halls combined (sliding door open) have a maximum capacity of 470 standing, 460 seated in theatre style and 260 seated at tables.
d. The Meeting Room has a maximum capacity of 20 standing, 20 seated in theatre style and 20 seated at tables

**On no account shall these figures be exceeded due to Licensing.**

**6. Cleaning and Waste Disposal**

a. All use of the Centre premises and facilities is subject to the Hirer accepting responsibility for returning furniture and equipment to their original positions and for securing doors and windows as required. Under no circumstances must the premises be left empty and unlocked.

b. The Council does not offer a clearing up service after the event.

c. All users shall leave the premises and surrounds in a clean and tidy condition with all lighting turned off. Hirers are responsible for ensuring that caterers have cleaned and tidied the kitchen. All remaining food and drink should be removed from the fridges and freezer. A caretaker fee will be charged if not in a clean and tidy condition.

d. The crockery/cutlery must be left in a clean condition and replaced in the correct cupboard/drawer.

e. Please separate rubbish into the appropriate recycling bins located in the back yard outside the kitchen and on site.

f. Caterers and decorators should take all food trays, used cooking oils, packaging and decorations away with them.

g. Hirers should ensure that they (or their decorators) remove any gas cylinders used for inflating balloons and other inflatable displays from the premises. These cannot be stored or disposed of by Sevenoaks Town Council. A caretaker's fee will be charged for any gas cylinders left on the premises.

**7. Premises Closing Time**

The closing time of the premises is midnight. We recommend that you allow an hour to tidy up so that you are ready to vacate the premises by this time.

**8. Music**

The Hirer shall ensure that the playing of music ceases at 11pm.

**9. Fire Safety**

It is the responsibility of all Hirers and users of the Bat & Ball Centre to familiarise themselves with the fire safety procedures for the venue and to follow these procedures in the event the fire alarm is sounded. Evacuation procedures are located on the wall inside each hall/room, adjacent to the door.

**10. Emergencies**

a. In the event of calling the Emergency Services please use the postcode **TN14 5DN**. What3words **sides.saving.curl**
b. There is a defibrillator located on the wall outside the front entrance.

A member of Sevenoaks Town Council staff will always be on site.

**11. Candles**

The building is protected at all times by a fire alarm system. Candles may activate the smoke detectors. Therefore, please do not use these.

**12. Smoke Machines**

The building is protected at all times by a fire alarm system. A smoke machine from disco equipment may activate the smoke detectors. Therefore, please do not use these.

**13. Food Carts**

Food carts which involve the cooking of food are NOT permitted inside the halls. **All cooking should be done in the kitchen.** For all other food carts the hirer should obtain permission from the Council first and then a risk assessment from the company and forwarded this to the Council. Please discuss.

**14. Barbeques and Spit Roasts**

Barbeques, spit roasts or other forms of outdoor cooking are NOT permitted within the grounds of the Bat & Ball Centre. All cooking should be done in the kitchen.

**15. Adhesive products**

No adhesive products are to be used on the floors and walls. This includes the use of double-sided sticky tape to secure a display stand or other equipment to the floor. Please ensure that your fitters and decorators are aware that adhesives should not be used.

**16. Dance Floors, Runways and Carpets**

Dance floors, runways and carpets are NOT permitted in the Centre.

**17. Confetti**

No glitter confetti is to be used. Only biodegradable confetti or rose petals are to be used for civil ceremonies and partnerships

**18. Bouncy Castles**

Bouncy Castles are NOT permitted within the building and can only be used in the rear garden. A separate form will need to be completed and signed. Please ask for this, if required.

**19. Supervision**

a. The Hirer must be 21 years of age or over and must be present at the function/event.

b. The Hirer shall, during the period of hiring, be responsible for supervision of all persons using the premises and of car parking arrangements for those attending their function, to avoid damage, inconvenience or obstruction to others.

c. Children should be supervised by adults at all times within the Centre and grounds.

**20. Damage**

The Hirer shall be responsible for the cost of repairing any damage to the building, its contents or grounds during, or as a result of, a booking.

**21. Licences**

a. The Bat & Ball Centre is licensed for entertainment and the sale of alcohol.

b. The Bat & Ball Centre is licensed for for civil marriages and partnerships in the Harry Garrett Hall and outdoor Gazebo is licensed during British Summer Time.

c. Any Hirer planning to sell alcohol must inform Sevenoaks Town Council at the time of booking ('sale of alcohol' includes events when a glass of wine is included in the ticket price).

d. Sevenoaks Town Council has a Designated Premises Supervisor; however it remains the responsibility of Hirers to ensure the function they hold is properly managed.

e. A bar may only be operated by a Personal Licence Holder who will be required to present the Town Council with their Licence (a photocopy will not suffice) plus details of other staff who will be serving alcohol, prior to confirmation of the booking.

f. Alternatively, the Town Council will accept a Temporary Event Notice (TEN), which has been signed by the Licensing Partnership.

g. Hirers may bring in their own alcoholic drink for consumption on the premises but only on condition that it is not sold.

**22. Insurance**

The attention of the Hirer is drawn to the need to make private arrangements for insurance in respect of claims which might be made by persons for injury or damage arising out of the hire of the Centre (the Centre is insured against any claims arising out of the Council's negligence).

**23. Use of Premises**

a. The Hirer shall not sub-let or use the premises for any unlawful purpose, nor do anything to bring onto the premises anything which may endanger the premises, its users, or any insurance policies relating thereto. All disco and electrical equipment brought into the Bat & Ball Centre must have a current Portable Appliance Test (P.A.T.) certificate.

b. The part of the building hired may only be used for the purpose for which it was originally booked. Use of the building is confined to this area.

c. The premises may not be hired for discos or parties if an entrance fee is being charged without prior agreement from Sevenoaks Town Council.

d. Section 26 of the Counter Terrorism and Security Act 2015 places a duty on certain bodies, in the exercise of their functions, to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent Duty. In complying with the Prevent Duty, there is an expectation that local authorities ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremists views.

   Therefore the hirer is not to use local authority resources to espouse violent and / or non-violent extremists views. The Government has defined extremism as 'vocal or active opposition to our Fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Also included in the definition of extremism is calls for the death of members of our armed forces.

**24. Food Safety**

a. It is the Hirer's responsibility to ensure that all food provided is within Food Hygiene legislation and that suppliers are appropriately registered with Environmental Health.
b. Where appropriate, Sevenoaks Town Council will require details of Environmental Health Registration.
c. It is the Hirer's responsibility to ensure that, when providing refreshments, all allergy food safety requirements are met.
d. Sevenoaks Town Council takes no responsibility for the provision of refreshments provided by Hirers.

**25. Regulations**

The Hirer shall be responsible for the complying of all regulations imposed by the Local Authority and the Fire Authority and the Council regarding maximum permitted numbers and other matters.

**26. Right of Entry**

Right of entry to the Centre shall be permitted at any time to any member of the Management of Sevenoaks Town Council or a delegated person.

**27. Hire of Premises**

Sevenoaks Town Council reserves the right to refuse bookings.

# Hirers' Privacy Notice

When you hire a Public Building, Sports Pitches or hold an event on Town Council land, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent**.**

**When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

**The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

**Information Security**

Sevenoaks Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You many request the deletion of your data held by Sevenoaks Town Council at any time).

**Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer:  The Town Clerk at Sevenoaks Town Council Offices.

**Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: The Town Clerk at Sevenoaks Town Council Offices to request this.

**Information Deletion**

If you wish Sevenoaks Town Council to delete the information about you please contact: The Town Clerk at Sevenoaks Town Council Offices to request this.

**Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact The Town Clerk at Sevenoaks Town Council Offices to object.

**Rights Related to Automated Decision Making and Profiling**

Sevenoaks Town Council does not use any form of automated decision making or the profiling of individual personal data.

**Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to The Town Clerk at Sevenoaks Town Council Offices and, or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

**Summary:** In accordance with the law, Sevenoaks Town Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Sevenoaks Town Council do not use profiling, we do not sell or pass your data to third parties. Sevenoaks Town Council do not use your data for purposes other than those specified. Sevenoaks Town Council make sure your data is stored securely. Sevenoaks Town Council delete all information deemed to be no longer necessary. Sevenoaks Town Council constantly review its Privacy Policies to keep it up to date in protecting your data. (You can request a copy of the policies at any time).

# Fire Emergency & Evacuation Plan

**ADVICE TO USERS**

The Bat & Ball Centre is licensed by the District Council for Public use. The Centre is equipped with the requisite number and type of fire extinguishers. Smoke detectors and heat sensors are installed in the building. If the sensors are triggered, building alarms are set off. Fire alarms may also be initiated by operating the alarm buttons situated adjacent to each Fire Escape door. Fire extinguishers are also situated next to each Fire Escape door.

All Hirers are urged to make themselves aware of the building layout. The diagram shows the various exit routes from the halls and the assembly point in the car park.

User Groups are advised to appoint a person to take charge in an emergency.

## ACTION ON HEARING THE FIRE ALARM OR IN THE EVENT OF ANY EMERGENCY.

LISTEN TO INSTRUCTIONS FROM THE PERSON IN CHARGE

IF URGENT EVACUATION OF THE HALL IS NECESSARY,
PROCEED AS FOLLOWS:

DO NOT PUSH, SHOVE OR RUSH

DO NOT STOP TO COLLECT COATS OR BAGS

LEAVE THE HALL BY THE SHORTEST POSSIBLE ROUTE
(NORMALLY VIA THE FIRE EXITS)

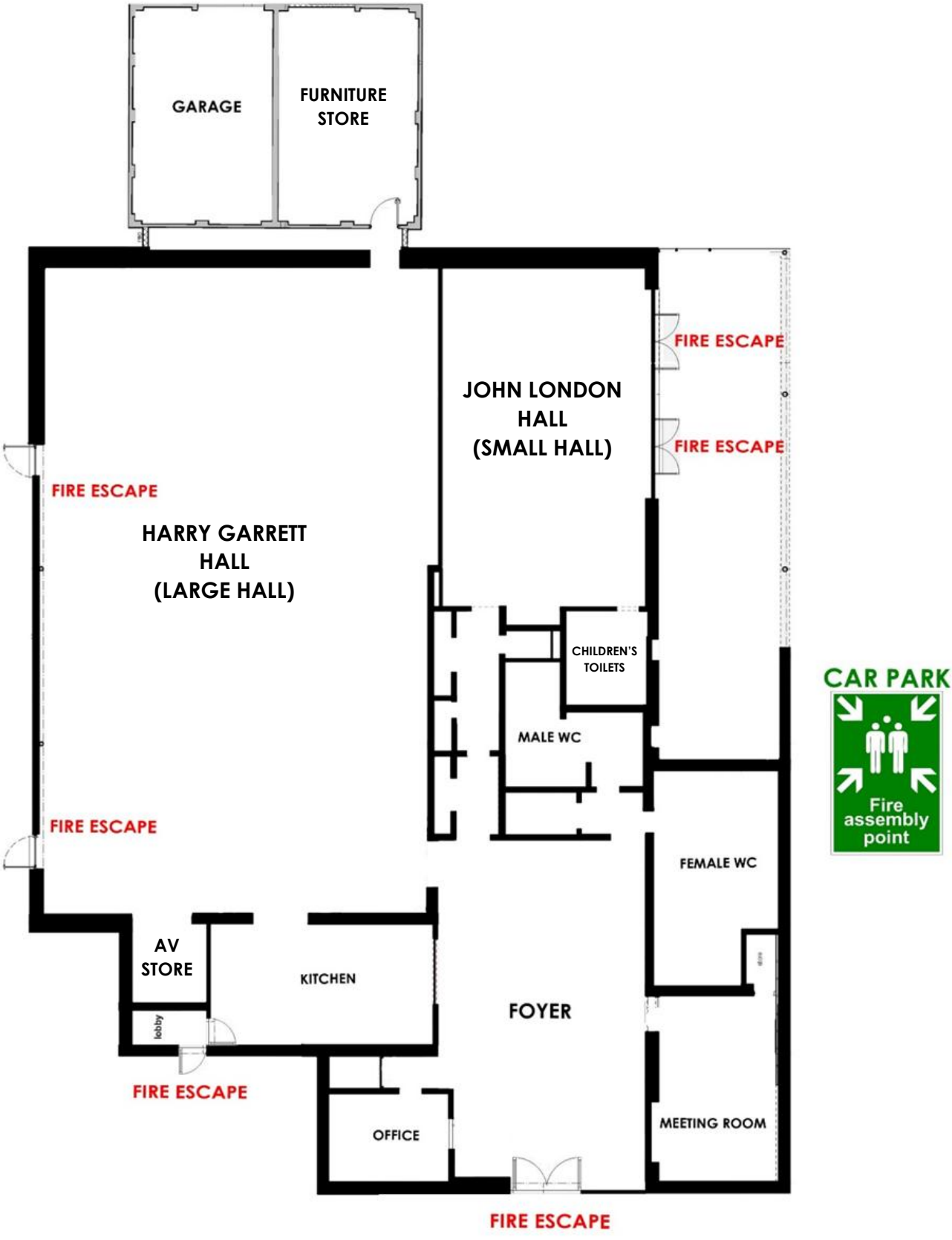
GO TO THE ASSEMBLY POINT

AWAIT INSTRUCTIONS BEFORE LEAVING THE SITE

THE POSTCODE FOR THE CENTRE WHEN CALLING
THE EMERGENCY SERVICES IS **TN14 5DN**

OR What3Words LOCATION **sides.saving.curl**

# Bat & Ball Centre Fire Escapes and Assembly Point



# Bat & Ball Centre Hire Enquiry Form for Civil Marriages and Partnerships

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

| | |
|---|---|
| **Date of Hire requested** | |
| **Times of Venue Hire requested**<br>Please allow for any setting up and tidying away within your hire period | |
| **Is this for a Marriage Ceremony or Civil Partnership Registration/Ceremony?**<br>Please state which | |
| **Preferred Ceremony Time** | |

| | |
|---|---|
| **Harry Garrett Hall (Large Hall) for ceremony** (please tick) | |
| **Garden Area with Gazebo for ceremony** (Please tick) | |
| **John London Hall for reception (Small Hall)**<br>(please tick) | |
| **Harry Garrett and John London Halls joined together for reception** (please tick)<br>Please note the partitioning panels between the Harry Garrett and John London halls can only be removed after the ceremony has taken place | |
| **Additional Facilities** (please state quantities)<br>• **6ft Round Tables** (26 available for use)<br>• **Round Tablecloths**<br>• **Trestle tables and chairs**<br>4ft tables (17 available)<br>5ft tables (16 available)<br>6ft tables (18 available)<br>• **Bridge Tables** (21 available) | |

| | |
|---|---|
| **Technical Support for audio visual, public address and lighting** (chargeable) | **YES / NO** |
| **Are hiring a bar or charging guests for alcohol?** (see Terms & Conditions – Licences) | **YES / NO** |
| **Are you hiring a bouncy castle or other inflatable?** (please select)<br><br>Bouncy castles can only be used outdoors and will require a separate form to be completed | **YES / NO** |

| | |
|---|---|
| **Name of person booking and paying for the venue** | |
| **Address** | |
| **Telephone** | |
| **Email** | |

# About the Couple

| | |
|---|---|
| **Where do you live** (Please select) | • Both in Kent or Bexley<br>• One in Kent and one in Bexley<br>• One in Kent or Bexley and one outside of Kent or Bexley<br>• Both parties resident outside Kent or Bexley (including resident overseas) |
| **What is your nationality?** | |
| **What is your partner's nationality?** | |

# Ceremony Details

| **Partner 1 details** | **Partner 2 details** |
|---|---|
| **Title** | **Title** |
| **First Name** | **First Name** |
| **Other Names** | **Other Names** |
| **Surname** | **Surname** |
| **Preferred ceremony name** | **Preferred ceremony name** |
| **Telephone number** | **Telephone number** |
| **Email** | **Email** |
| **Full postal address** | **Address the same as partner one**<br>**Yes / No** (Please select)<br>If no please state |
| **Postcode – If your address is outside of the UK then please enter the postcode as ME14 1QL** | **Postcode – If your address is outside of the UK then please enter the postcode as ME14 1QL** |

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.