

# 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>	

<b>Harry Garrett Hall (Large Hall) (please tick)</b>	
<b>John London Hall (Small Hall) (please tick)</b>	
<b>Meeting Room (please tick)</b>	
<b>Harry Garrett and John London Halls together (please tick)</b>	

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

<b>Are tickets being sold for the event?</b> (Please select and give details)	<b>YES / NO</b>
<b>Are you hiring a bouncy castle or other inflatable?.</b> (please select) <b>You will need to complete the Bouncy Castle hire form.</b> See page 31	<b>YES / NO</b>
<b>Are you hiring for commercial or non-commercial purposes?</b> (please select)  <b>To qualify for the non-commercial rate one of the following criteria needs to be met:</b> <ul style="list-style-type: none"> <li>• <b>Event is held by a charity</b></li> <li>• <b>Event is free of charge for attendees, or fee charged to cover costs only (event is not primarily intended towards making a profit)</b></li> </ul>	<b>COMMERCIAL / NON-COMMERICAL</b>

<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.