

Sevenoaks Town Council Chamber

ENQUIRY FORM

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

Date of Hire requested	
Times of Hire requested	
Additional Facilities (please list) <ul style="list-style-type: none">• Flipchart with paper• Projector• Screen• Room layout (chairs & tables)	
Catering (separate charges apply) Tea / Coffee (please state numbers) Other catering – to be discussed	
Your Name Telephone Email	
Name of Organisation (if applicable) Address to appear on invoice	