Bat & Ball Station Building Hire

ENQUIRY FORM

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

Date of Hire requested	
Times of Hire requested Please allow for any setting up and tidying away within your hire period	
Booking Hall (please tick)	
Luggage Room (please tick)	
 Additional Facilities (please tick) Flipchart Microphones 75" Presentation Screen for use with hirer's laptop (HDMI connection) Room layout (chairs & tables) 	
Tea / Coffee (please state numbers)	
Catering - separate charges apply (please state numbers)	
Your Name	
Telephone	
Email	
Name of Organisation (if applicable)	
Address to appear on invoice	

Return Enquiry Form to Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG or Email to <u>hallhire@sevenoakstown.gov.uk</u> or telephone 01732 459953