



# Bat & Ball Station Function Room Hire Information Pack 2024 – 2025



# Overview

Bat and Ball station, constructed in 1862, was the first station in Sevenoaks. The building has since been extensively redeveloped using Heritage Lottery Fund lottery money and was reopened to the public in February 2019 after being completely renovated and refurbished to its former glory. It now holds a public café as well two rooms available for public hire namely the Booking Hall and the Luggage Room which can be hired separately or together.

It is within easy access of the M20 and M25 making it an ideal meeting place, it is open all year round and is a perfect venue for private parties and functions, meetings, conferences, low impact exercise classes, community groups, and a wide range of activities.

## Facilities

### General and access

Public toilets, including a disabled toilet, are available via the café but please note if hiring the Luggage Room separately this will mean walking outside the canopy. The station is all flat access with push button automatic double doors into all the rooms. An acoustic loop system is fitted in both rooms for those with hearing impairment.

### Equipment

Wi-Fi is available throughout the building and modern audio-visual equipment is available to use.

### Refreshments

Refreshments are available if arranged during the booking process however there is also a public café on site with the opening times:

- Monday to Friday, 7.30am – 3pm

### Parking

There is free parking at the nearby Bat & Ball Centre (Community Centre) for the duration of the room hire, subject to availability. The pay and display parking adjacent to the station, has 2 disabled parking spaces, free for Blue Badge holders (no need to register with APCOA Parking).

### Booking hall:



### Luggage room:



For any queries please contact: [hallhire@sevenoakstown.gov.uk](mailto:hallhire@sevenoakstown.gov.uk)

# Room Specifications & Floor plan

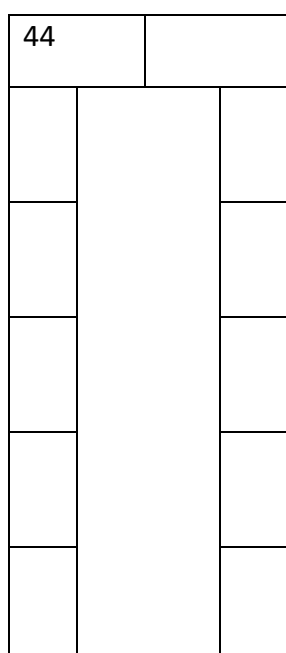
| Specification              | Booking Hall  | Luggage Room   |
|----------------------------|---|--|
| Room Size                  | 11.5 m x 6.5 m  | 6 m x 5 m  |
| Room capacity              | 120 standing, 70 theatre seating, up to 44 seated at tables (depending on layout) | 30 standing, 24 theatre seating, up to 20 seated at tables (depending on layout) |
| Number of tables available | 12 (1520mm x 720 mm)  | 5 (1520mm x 720 mm)  |
| Number of chairs available | 60  | 20   |
| Screen for presentation    | Included  | Included   |
| Hearing Loop               | Included  | Included   |
| Microphone                 | On request  | On request   |
| Coat Rail                  | On request  | On request   |

## Possible floor plans

Here are some possibilities for how the tables and seating can be arranged for you, but specific requests will be accommodated if possible.

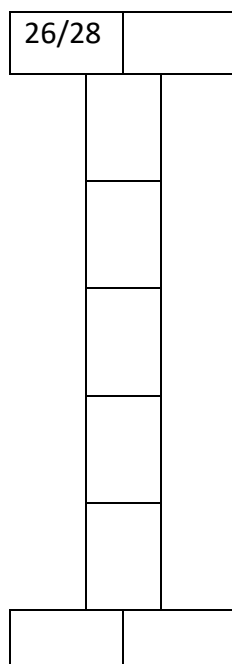
### Booking Hall Option 1:

Seating 44 people  
Using both sides of the vertical tables



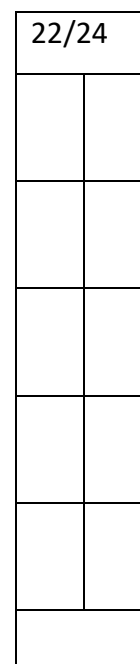
### Booking Hall Option 2:

Seating 26/28 people  
End seats would have to turn to view screen



### Booking Hall Option 3:

Seating 22/24 people  
End seats would have to turn to view screen





## Catering options

We can offer a variety of catering options for the rooms at the Bat and Ball Station.

### **Breakfast the healthier choice £6.40 per person**

Greek yogurt and granola  
Chopped fruit  
Breakfast pastries  
Orange juice

### **Breakfast Classic Choice £7.70 per person**

Bacon Rolls  
Selection of pastries  
Orange juice

### **Buffet Option A £7.10 per person**

Selection of classic sandwiches  
Crisps  
Selection of cakes

### **Buffet Option B £9.00 per person**

Selection of classic sandwiches  
Crisps  
Mini sausage roll, pork pie and cocktail sausage platter  
Selection of cake  
Fruit basket with whole fruits

### **Buffet Option C £11.60 per person**

Selection of premium and classic sandwiches  
Crisps  
Honey and mustard cocktail sausages  
Onion Bhaji and vegetable samosa platter  
Selection of cakes  
Chopped fruit or crudité plate with dips

### **Afternoon Tea £9.00 per person**

Selection of finger sandwiches  
Selection of cakes  
Freshly baked scones with jam and clotted cream  
Unlimited tea and coffee

### **Sandwich Platters £21.00 for 6 people**

Mixed sandwich platter (with ready salted crisps)  
Vegetarian sandwich platter (with ready salted crisps)

**Unlimited tea, coffee and water is £2.80 per person**

### **Cakes**

We can provide a cake for your meeting or party, loaf (£10.40) and round sandwich cakes (£13.00) serve 8 and tray bakes (£15.50) serve 12 people generously.

Please choose from:

Lemon drizzle, Carrot cake with cream cheese frosting, Flapjacks (plain or with dried fruit) Rich Chocolate Brownies (tray bake only), Banana loaf, Classic Victoria sponge (8" round with jam and buttercream £15.50), Coffee & Walnut cake, Bread Pudding or Bakewell Tart.

Cupcakes or Chocolate Chip Cookies £1.40 each

## Catering options cont.

We can offer further hot/cold food options depending on your requirements, for example salad bowls, quiches, homemade soup and other hot snacks. please do not hesitate to email: [batandballcafe@sevenoakstown.gov.uk](mailto:batandballcafe@sevenoakstown.gov.uk) or call 01732 920150

**If you have any dietary or allergy requirements, please speak to a member of staff who will be happy to help you.**

(Prices from the 1/12/24 and inclusive of VAT)

# Fees and Charges

| WEEKEND RATES FROM 1 APRIL 2024 |   |     |
|---------------------------------|---|-----|
| Booking Hall                    | Hourly rate                                       | £47 |
|                                 | Hourly rate 6hrs+                                 | £41 |
| Luggage Room                    | Hourly rate                                       | £36 |
|                                 | Hourly rate 6hrs+                                 | £30 |
| Hall Set Up Costs               | For the caretaker to set up the hall, as required | £46 |

| WEEKDAY HOURLY RATES FROM 1 APRIL 2024 |              |              |
|--|--------------|--------------|
|  | Booking Hall | Luggage Room |
| 9:00am – 6:00pm                        | £36          | £25          |
| 6:00pm – 10:30pm                       | £41          | £30          |
| 6hrs+                                  | £30          | £18          |
| Hall Set Up Costs                      | £46          | £46          |

| ADDITIONAL CHARGES FROM 1 APRIL 2024 |                  |
|--------------------------------------|------------------|
| Unlimited tea & coffee               | £2.80 per person |

There is a 10% reduction for 10 or more bookings in any one financial year, provided payment is received within 30 days of the date of the invoice.

## Notes:

Damage Deposit per booking – 25%

Access to parking at the Bat & Ball Community Centre included in all rates

Email: [hallhire@sevenoakstown.gov.uk](mailto:hallhire@sevenoakstown.gov.uk)

Phone: 01732 459953

# Bat & Ball Station Building Hire Enquiry Form

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

|   |  |
|---|--|
| <b>Date of Hire requested</b>   |  |
| <b>Times of Hire requested</b><br>Please allow for any setting up and tidying away within your hire period  |  |
| <b>Booking Hall (please tick)</b>   |  |
| <b>Luggage Room (please tick)</b>   |  |
| <b>Additional Facilities (please tick)</b> <ul style="list-style-type: none"> <li>• Flipchart</li> <li>• Microphones</li> <li>• 75" Presentation Screen for use with hirer's laptop (HDMI connection)</li> <li>• Room layout (chairs &amp; tables)</li> </ul> |  |
| <b>Tea / Coffee (please state numbers)</b>  |  |
| <b>Catering - separate charges apply (Please state numbers)</b>   |  |
|   |  |
| <b>Your Name</b><br><br><b>Telephone</b><br><br><b>Email</b>  |  |
| <b>Name of Organisation (if applicable)</b><br><br><b>Address to appear on invoice</b>  |  |

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) or telephone 01732 459953

## Bat & Ball Station

# Terms and conditions for hire

### 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 Station building (“Station Building”).

#### 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 or “Due date” on the invoice. Please keep to the booked times. Extra time may be available by prior request if the room is not occupied. An extra charge will be made at the same hourly rate if the booked time is exceeded.
- b) At the discretion of the Council for certain events - parties, wedding receptions or similar - a refundable **Damage Deposit** of 25% (minimum £150) will be applied to the invoice. This will be returned after the event, provided no damage is caused at the Station Building, all rubbish is removed, and the building is not left in a dirty state.
- c) If the Hirer has not vacated the building by midnight, an additional charge will be invoiced and deducted from the Damage Deposit. This is to cover additional caretaking costs which are incurred.
- d) If the hirer uses previously un-booked space, they will be liable for the full hire costs, which will be invoiced and deducted from the damage deposit.

#### 2. Additional Facilities

The following facilities are available for your use by arrangement with the Council, but we do need advance notice please:-

- Lectern/music stand and attached lamp.
- Flipchart (paper and marker pens are available at nominal cost).
- Bridge/games tables.
- Microphones
- Digital Projector

There is no charge for the following additional facilities available:

- A loop system (for the hard of hearing).
- An electrically-operated projection screen.

#### 3. Payment Procedure

Please sign and detach the Booking Form and return it to Sevenoaks Town Council at the address overleaf.

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.

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#### 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

- a) The Booking Hall has a maximum capacity of 120 standing, 70 in a closely-seated audience and up to 44 seated at tables depending on the layout.
- b) The Luggage Room has a maximum capacity of 30 standing, 24 in a closely-seated audience and up to 20 seated at tables depending on the layout.

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

#### 6. Cleaning and Security

All use of the Station Building 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 of the premises as required. **Under no circumstances must the premises be left empty and unlocked.** All users shall leave the premises and surrounds in a clean and tidy condition with all lighting turned off. Please put the rubbish in black sacks at the end of the hire period. Please take away all **GLASS**.

#### 7. Fire Safety

It is the responsibility of all hirers and users of the Bat & Ball Station to familiarize 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 room adjacent to the door.

#### 8. Gratuities

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

9. Smoke Machines and Candles

The building is protected at all times by a fire alarm system. Smoke machines are not permitted as these and a number of birthday cake candles will activate the smoke detectors and automatically call the Fire Brigade. Therefore, please do not use these.

10. Children's Parties

Children's parties are not recommended at the Bat & Ball Station due to the proximity of the live rail track.

11. Supervision

- a) The Hirer must be 21 years of age or over. The Hirer 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, so as to avoid damage, inconvenience, or obstruction to others. There is a pay and display car park adjacent to the building.
- c) **Supervision of children always must take place at the building, noting that that there is railway line outside of the building.**

12. Damage

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

13. Licences

The Bat & Ball Station Building is licensed for entertainment and the sale of alcohol. 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).

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

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.

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

**Music** – Planning Permission restricts the use of amplified music.

14. 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 Station Building (The Station Building is insured against any claims arising out of the Council's negligence).

#### 15. 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 electrical equipment brought into the Station Building must have a current Portable Appliance Test (P.A.T) certificate. **The premises may not be hired for discos or parties if an entrance fee is being charged.**
- 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) 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.

#### 16. 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.

#### 17. Sale of Goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the Organiser's name and address, and that any discounts offered are based on actual Retail Prices.

#### 18. Regulations

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

19. Right of Entry

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

20. Hire of Premises

Sevenoaks Town Council reserves the right to refuse room hire 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 may 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](mailto: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).