

St George's Hall
High Street
Wrotham TN15 7AB
Venue Booking Form

- **Your details**

Name
Organisation
Address

Postcode
Email
Phone
Mobile

- **Event Details**

Title of Event
Date(s) required

2hrs minimum hire

Start time
(the time from which you need access to the hall – include time for setting up)

End time
(the time you will vacate the hall - include time for clearing up)

Will alcohol be consumed on the premises?

Yes / No

Please note the selling of alcohol will require a Temporary Events Notice obtainable from Tonbridge and Malling Borough Council – The Management Committee will require a copy of the notice.

Will hazardous activities (including Bouncy Castles) be involved?

YES / NO

Hazardous activities such as Bouncy Castles and martial arts are excluded from our insurance policy. You must obtain your own insurance cover and provide us with a copy of the certificate.

- Hire Fee

- Deposit
- Total
- How will you be paying for the fee and deposit?

Bank transfer

Cheque

Bank transfer is strongly preferred;

Account: St George's Hall Management Committee

Sort Code: 51 81 07

Number: 83005013

*** cheques are only accepted by prior agreement *** and your booking will only be entered following cheque clearance. We will refund the deposit to your bank. Please provide full details of your account.

We no longer accept cash payments

Details of Account to which deposit should be refunded

- Name on account

Account:

Sort Code:

Number:

- Agreement

Please sign to confirm you have read and agree to the Terms and Conditions of Hire.

Completed booking form to be returned via post to:

Lesley Cox

St George's Hall Management Committee

C/O PO BOX 228

Sevenoaks

Kent TN13 9BY

Or via email to: wrothampc@btinternet.com