

Wrotham Pavilion
High Street, Wrotham
TN15 7AH

Venue Booking Form

- **Your details**

Name
Organisation
Address

Postcode
Email
Phone
Mobile

- **Event Details**

Title of Event
Number of Guests
Space required

Main Hall – includes kitchen
Ancillary Hall – no access to kitchen
Both Halls
Changing Room Facilities
Date(s) required

2hrs Minimum Hire

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

End time
(the time you will vacate the pavilion - 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 – Wrotham Parish Council 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. This applies to the installation of a Bouncy Castle outside the Pavilion which will require the permission of Wrotham Parish Council.

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

Bank transfer

Cheque

Bank transfer is strongly preferred;

Account: Wrotham Parish Council

Sort Code: 51 81 07

Number: 64649261

*** 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
Wrotham Parish Council
PO Box 228
Sevenoaks
Kent TN13 9BY
Or via email to: wrothampc@btinternet.com