

Wrotham Parish Council

PO Box 228

Sevenoaks

Kent TN13 9BY

Email: clerk@wrotham-pc.gov.uk Tel: 07831 494372

PAVILION BOOKING FORM

Contact Name:		Organisation:	
Address:		Phone:	
		Mobile:	
		Email:	
		Your Ref.:	
		Our Ref.:	
Date(s) Required:		Title of Event:	
Start Time:		End Time:	
Please include sufficient time for setting up, clean-up & departure checks.			
Area(s)/Rooms Required:			
Do you require Disabled access entrance?			
Will alcohol be consumed on the premises?			
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?			
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. There will also be a £20 charge to cover electricity usage.			
Will any items including, containing or similar to the following be used?			
Glitter, confetti (including confetti balloons), party cannons, party poppers, silly string, bubble machines, paints, inks, sprays We recommend that hirers bring a vacuum for clean-up of confetti & glitter. Please refer to our Clean-Up & Departure Rules on page 3.			

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Hire Fee:		Deposit:	
Total Payable: (Hire + Deposit)	For single events the Hire Fee is due no later than 10 working days prior to your event. Please refer to the Hire Rates document for pricing.		
Payment Terms Bank transfer is our preferred method of payment. Account: Wrotham Parish Council Sort Code: 51 81 07 Number: 64649261 We are unable to accept cash payments. Cheques are only accepted by prior agreement with the Responsible Financial Officer and your booking will only be confirmed following cheque clearance.			
Payment Method:			
Deposit Refund We will refund the deposit to your bank following inspection of the venue after your event. Please provide full details of your account.			
Account Name:			
Sort Code:		Account Number:	
Agreement I have read and agree to the Terms and Conditions of Hire. I have read and agree to the Clean-Up & Departure rules. I understand that failure to comply with any of the above may result in loss of part or all of my security deposit.			YES / NO
Signed:			
Print:			
Please return your completed booking form via email to: clerk@wrotham-pc.gov.uk			

Our Privacy Notice and Policy for Data Protection can be found on our website wrotham-pc.gov.uk

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CLEAN-UP & DEPARTURE RULES

For convenience of bookings the committee has provided basic cleaning equipment and materials to be used by the hirer for clean-up of their event when and where needed.

These can be found in the kitchen or storeroom and include broom, mop and bucket, dustpan & brush, floor cleaner liquid, general purpose cleaning cloth, disposable paper towel, general purpose surface cleaner, washing up liquid and bin bags.

1. Do not use any food/drink/personal items left in the storage cupboards – these belong to regular hirers.
2. Do not touch the heating control panel or any mains switches.
3. Should you need to use the oven the stop cock is in the back of the adjacent right hand base cupboard. Turn OFF after use.
4. Any floor debris, confetti or rubbish must be swept (or vacuumed) up and removed.
5. Any spillages or dirty marks must be mopped after sweeping/vacuuming, and the residue removed.
6. All curtains/blinds should be left open.
7. All used kitchen work surfaces and door handles must be cleaned as appropriate including including fridge(s) shelves and floor.
8. All fridges & freezers are left clean after use.
9. Sink plug must be cleared of food waste, bowl sides clean, the taps turned off and wiped down from drips/splatter marks.
10. Toilet paper wastage should be disposed of appropriately and toilets flushed.
11. Any sanitary/baby changing waste must be disposed of appropriately and bins closed.
12. All handwashing basins must be left free of waste and taps turned off.
13. Electric heaters in all toilets must be turned off.
14. All fire exits must be secured.
15. All windows must be closed and secured.
16. All lights must be turned off.
17. All rubbish must be removed.
18. After exiting the venue the lock(s) are secured, keys are returned to the key safe, and the number tumbler is turned after closure so the code is not left on display.

Please leave quietly and with consideration for those residents who live close to the hall.

Failure to comply with these rules may result in part or full non-repayment of deposit.