

Booking form for Tonbridge Castle - Council Chamber



Name:			
Email address:			
Phone number:			
Organisation:			
Event details:			
Event start date	Click here to enter a date.	Event end date	Click here to enter a date.
Session time required	Choose an item.		

NB: If session required is not shown on drop down list, For Weekly and Concessionary Users please contact Tonbridge Castle for fee

Room Layout	Choose an item.	People attending	Choose an item.
Refreshments	Food	Choose an item.	Note: If "Yes" a charge of £45 will be made for cleaning

Internal TMBC booking only

Extension Number			
Internal cost code			

Notes (please add any comments that will help with your booking request)

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Tonbridge Castle contact details		Fees – (01.04.2018 until 31.03.2019)	
Email:	tonbridge.castle@tmbc.gov.uk	Monday – Friday (AM)	£100
Address:	Council Offices Tonbridge Castle Castle Street Tonbridge Kent TN9 1BG	Monday – Friday (PM)	£100
		Monday – Friday (Evening) Plus Caretaking charge)	£100
		Saturday – (Am)	£100
		Saturday – (PM)	£100
Telephone:	01732 770929	Saturday (Evening) Plus Caretaking charge)	£200
		Sunday (10:00 – 16:00 hours) Plus Caretaking charge)	£120

NB: Booking forms should be returned via email. Once this is received you will receive an email booking confirmation.

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Hire Terms & Conditions

1. Fire instructions should be read out at the beginning of every meeting with outside attendees.
2. Meeting organiser must ensure all attendees sign the attendance sheet and this is provided to Tonbridge Castle staff (This will act as a register if the building has to be evacuated).
3. Please follow exit signs for emergencies and meet at the assembly point on the cannon lawn by the bench and ensure you colleagues are made aware of this.
4. The chamber is Grade1 listed and should therefore **not** have anything attached to the wood panelling, windows, window frames or doors, paintwork. Especially nails, hooks, screws, tape or blue tack.
5. Nobody should leave the chamber and enter into the hallway or enter into the Gateway area but should enter and leave via the double doors.
6. Number are restricted depending on the layout of the room (refer to booking form).
7. The chamber room should never be left unattended.
8. There are no kitchen facilities available with the chamber hire. Gateway kitchen should not be used.
9. Please cover the carpets if you are walking in and out of the chamber room and it is raining outside.
10. Please do not prop open the front door or leave unattended.
11. There are toilets available from the chamber.
12. Please do not remove or stand on any chairs or tables.
13. Please do not open or shut the wooden shutters, these are only to be opened and closed by the caretaker.
14. Jugs and water can be supplied for chamber meetings.
15. Please report any accidents to Gateway staff or to the Caretaker.
16. No deposit payments are refundable
17. A charge will be made for cleaning in the event of food being consumed or any damage done.

General Declaration

I have read through the Hire Terms & Conditions and fully understand the hiring terms and conditions and attach/ paid my deposit.

Name of person signing form	
Signature	
Date	Click here to enter a date.

Check list – for completion by Tonbridge Castle Staff

	Comments	Tick
Date booking form received		
Deposit paid		
Confirmation booking email sent		
Invoice Sent		