**Business Booking Form for the Hire of Paddock Wood Community Centre**

 Maidstone Road, Paddock Wood, Tonbridge, Kent, TN12 6ED 01892 487757

 Email: office@paddockwoodcc.com Website: www.paddockwoodcc.com

|  |  |
| --- | --- |
| Company Name |  |
| Contact Name |  |
| Address |  |
| Post Code |  |
| Contact Number |  |
| Email Address |  |
| Website |  |

|  |  |
| --- | --- |
| Purpose of Hire |  |
| Room/Halls Required |  |
| Number of Attendees |  |
| If booking the Elizabeth Thomas Room, do you require Tea & Coffee? |  |
| Will you need use of the foyer? |  |
| Will you need use of the Kitchen? |  |
| Will alcohol be consumed at the event? |  |
| Will your event include amplified music? |  |

|  |  |
| --- | --- |
| Days of the week required. |  |
| Frequency (weekly/monthly etc) |  |
| How many weeks/months per year |  |
| Do you require Term Time only?Times required(please include setting up & down time) |  |
| Will staff in attendance have DBS checks & Safeguarding knowledge?  |  |
| Will you have a First Aider in attendance? |  |
| Do you agree to carry out your own Risk Assessment prior to hire? |  |
| Do you hold the relevant Insurances for your business? |  |
| Are you a registered charity (please provide registration number or a Non Profit organisation? |  |
| Is your reason for hire providing a service or activity for residents of Paddock Wood? |  |
| Do you require storage? |  |
| Would you like your session to be advertised on our social media pages, noticeboard and website? If yes, please list what information you would like shared. |  |