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

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

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

I/We the undersigned make application for the use of the Paddock Wood Community Centre:

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

|  |  |
| --- | --- |
| Purpose of Hire |  |
| Room/Halls Required |  |
| Number of Attendees |  |
| 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? |  |

We will always endeavour to give you the use of the room you have requested, but on occasions due to operational reasons this may not be possible. In this situation an alternative room will be provided.

|  |  |
| --- | --- |
| Date Required |  |
| Time Required(please include setting up & down time) |  |

OFFICE USE ONLY

|  |  |  |  |
| --- | --- | --- | --- |
| Rec’d Date:  | Res/NonRes:  | Inv Deposit: | T&C’s: |
| Room Allocated: | Ref: | Inv Full Pymt Rec’d: | Agrd By: |