

## TN2 Regular Hire Form

TN2 Community Centre, Lakeside, Greggs Wood Road,

Tunbridge Wells, Kent, TN2 3LZ.

Tel: 01892 554 125

www.tunbridgewells.gov.uk



I/We the undersigned make application for the use of the TN2 community centre on:

COMPANY NAME		Customer No.	
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For the purpose of	
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Room Required	Sports Hall / Gallery / Meeting room / Court
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Day/s of Week Times from- To	
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Commencing From	...../...../.....	Until	...../...../.....
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<b>Holidays etc</b> Please list any dates or holidays when your event/ classes will not be running	
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**\*Room required:**

*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. Please note that times of hire must include time to prepare and clear rooms and that an additional charge will be incurred if the times are exceeded.*

Agreed Room Hire Charge	£
Extra Charges	£

**As an ongoing booking, you are required to give 4 weeks notice to terminate the hire and are liable for any sessions not taken during the notice period.**

**Any equipment stored at TN2 is done so at your own risk and storage space cannot be guaranteed.**

An invoice will be raised monthly, 2 weeks in advance and 2 weeks in arrears

**Cancellations must be paid for - see section 2.3 in Conditions of Hire.**

I/We undertake to observe and be bound by the conditions of hire, a copy of which I have received and read.

Society/Company Name			
Name			
Address			
		Postcode	
Telephone Number			
Email			
Signature		Date	