



# Wesley Centre Hire Form

The Wesley Centre, Commercial Road,  
Paddock Wood, Kent TN12 6DS

Tel. 01892 521384

[Link to Camden Centre website](#)

Email: [camden.centre@tunbridgewells.gov.uk](mailto:camden.centre@tunbridgewells.gov.uk)

## Booking Information

I/We the undersigned make application for the use of the Wesley Centre:

Information needed	Enter details
<b>Booking name/organisation</b>	
<b>Customer Number</b>	
<b>Purpose of hire</b>	
<b>Start date for hire period</b>	
<b>End date for hire period</b>	
<b>Day/s of Week &amp; start and end times</b> Please note that times of hire must include time to prepare and clear the hall and that an additional charge will be incurred if the times are exceeded.	
<b>Holidays etc.</b> Please list any dates or holidays when your event/ classes will not be running	

Please give additional details about your requirements for hire of the room:

Hire items	Rate per hour	No. of hours	Total amount
Agreed Room Hire Charge, per hour	<b>£12.00</b>		<b>£</b>
Use of kitchen and equipment, no fee			<b>£0.00</b>
Use of furniture, no fee			<b>£0.00</b>
Use of outside space, no fee			<b>£0.00</b>
Total Payable			<b>£</b>

If your booking is a block 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.

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

Any equipment stored at the Wesley Centre is done so at your own risk and storage space cannot be guaranteed.

An invoice will be raised in advance. Payment is required before use of the room you have booked.

The key can be collected from key safe outside Dowding House, Commercial Road, Paddock Wood, you will be advised of the safe number.

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

Details required	Enter details
<b>Company/Organisation Name</b>	
<b>Name of hirer</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone number</b>	
<b>Email</b>	
<b>Signature</b>	
<b>Date</b>	