



# Camden Centre Hire Form

The Camden Centre, Market Square, Tunbridge Wells, Kent TN1 2SW

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 Camden Centre:

Information needed	Enter details
<b>Booking name/organisation</b>	
<b>Customer Number</b>	
<b>Purpose of hire</b>	
<b>Room required</b> Main Hall, Victoria Suite, Albert Suite, Studio	
<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 rooms 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	

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.

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			£
Monitor on a trolley (Free)			£
Use of kitchen and equipment, (£8.40 inc. VAT)			£
Flip Chart (40 sheet pad A1) £10.00 inc. VAT			£
Screen & projector stand (Free)			£
<b>TOTAL PAYABLE</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 Camden Centre is done so at your own risk and storage space cannot be guaranteed.

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

**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
Company/Organisation Name	
Name of hirer	
Address	
Postcode	
Telephone number	
Email	
Signature	
Date	