



# Merranti Pavilion Booking Form

Name: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_Date & nature of event, inc. start and finish times (**All events must finish by midnight the latest**) hourly rate of £20 per hour until 5pm and £25 thereafter.Time at which access is required for setting up? \_\_\_\_\_  
(Charge rate will be from commencement of access time)

Will areas of the recreational ground be required in addition to the Pavilion? \_\_\_\_\_

Will you require the bar Yes/No If yes what time will you require the bar to open? \_\_\_\_\_ minimum of two bar staff up to 50 guests and a minimum of 3 bar staff for 50+ guests at the rate of £10 per hour per bar staff.

Catering arrangements? \_\_\_\_\_

Formal tables required? \_\_\_\_\_

Have you applied for a TEN (Temporary event notice allowing the sale of liquor and entertainment obtainable from Sevenoaks D.C.)? \_\_\_\_\_

Our category is: Club Premises Certificate and our Reference Number is 11/00611/LACPC

<u>Licensing Hours</u>	<u>Friday</u>	<u>Saturday</u>
Last orders	22:45	23:15
Bar closes	23:00	23:30
Event Closes	23:30	12 (Midnight)

Approximate number of guests? (Maximum 120) \_\_\_\_\_

Payment:-

	<b>Amount</b>	<b>Total</b>
Event hire	£20.00 per hour Day Time to 5.00pm £25.00 evenings after 5.00pm	
Bar Staff	£10.00 per hour (minimum 2 bar staff up to 50 guests moving to minimum of 3 bar staff for 50+ guests)	
Cleaning Deposit	£100 returnable on inspection of venue	
	Total Enclosed	

**Please return completed form to:**John Martin  
Pavilion Bookings Edenbridge RFC  
Little Acre, Swan Lane, Edenbridge, Kent TN8 6AJ  
Tel. 01732 862761; email; [john@littleacre.net](mailto:john@littleacre.net)