



DUNTON GREEN PARISH COUNCIL

DUNTON GREEN PAVILION, RECREATION GROUND, OFF LONDON ROAD
DUNTON GREEN, SEVENOAKS, KENT TN13 2UR

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Dunton Green Pavilion – Frequently Asked Questions

How do I book?

Firstly, contact the Bookings Assistant (details above) to find out availability. Once a date has been set, the Bookings Assistant will send you the paperwork that needs to be completed in order to secure the booking. These need to be filled in, signed and dated and then returned to the Parish Council. The Bookings Assistant will then confirm the booking and send an invoice including payment details and the deadline by which the hire fee needs to be paid.

How much does it cost?

For full details of hire charges, please download the document from the DGPC website or request a copy from the Bookings Assistant. There is a £200 security deposit to pay in order to guard against any damages or breakages to the building and its contents – this can be paid either by cheque or in cash when collecting the keys.

What are the times the Pavilion is available for hire?

From 8am until 11pm Mon-Thurs; 8am until midnight Fri and Sat; 9am until 10pm Sunday and bank holidays.

What is the capacity?

The Main Hall has a maximum standing capacity of 100 people and maximum seated capacity of 50 people. Our small Meeting Room can hold up to 8 people.

What are the dimensions?

The Main Hall measures 11.48m x 8.96m and the ceiling height is approximately 2.8m. The Meeting Room measures 3.5m x 3.43m.

Are chairs and tables available?

In the Main Hall, there are 50 chairs and 15 tables (5 feet long x 30 inches wide). The Meeting Room has 8 chairs and 2 tables.

Are there any kitchen facilities?

Yes, there is a range cooker with 8 gas rings and 3 electric ovens, a 20-litre water boiler, 2 urns, a fridge, a dishwasher, a microwave oven and a cutlery drawer. There is a shutter which can be opened from where you can serve refreshments. Unfortunately, we do not supply any crockery – you will need to bring in all of your own kitchen equipment.

What is the situation re catering?

The hirer must organise their own catering or use outside caterers.

Is the building licensed for alcohol?

No, the hall is not licensed.

Are bouncy castles and party entertainers allowed?

Yes, bouncy castles and party entertainers are allowed. We do not recommend or supply contact details for such companies – the hirer is responsible for sourcing this.

Can I play music?

Yes, but please be mindful of our neighbours bordering the Recreation Ground on London Road. If windows are opened, music must be kept to an appropriate, respectful level.

Is the outside area included in the price?

No, you are hiring the building.

What is the parking situation?

There are 14 spaces in the car park (13 standard spaces and 1 disabled space). There is a height barrier at the entrance to the carpark – the clearance is 2 metres.

How do I access the building?

There are two key fobs – one to access the building and one to deactivate/activate the alarm upon arriving/ leaving. These can be collected a few days before your event – most likely a Wednesday or Thursday morning, when the Bookings Assistant usually works.

What do I do at the end of my event?

Hirers are expected to clear up after their event, take all items away with them and set the alarm when leaving. Keys should then be deposited into the letterbox located under the office window just past the main entrance door. Caterers and entertainers should also be informed that they must take away all their equipment at the end of the booking. Unfortunately, due to heavy demand for the Pavilion, it is not possible for hirers to leave things in the building following their booking. All rubbish must be taken away at the end of the booking and disposed of by the hirer. A sum of £50 will be deducted from the security deposit if rubbish is left for the Parish Council to dispose of.