DUNTON GREEN PARISH COUNCIL

DUNTON GREEN PARISH COUNCIL

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

BOOKINGS EMAIL: BOOKINGS@DUNTONGREEN-PC.GOV.UK
BOOKINGS TELEPHONE:07305 814 694

WEBSITE: WWW.DUNTONGREEN-PC.GOV.UK

Dunton Green Pavilion – INFO

How do I book?

You can check availability of your required date and times, book online and pay instantly via our secure booking site at Dunton Green Parish Council - Scribe Bookings. Upon receipt of payment you will receive an automated email from our booking system confirming your booking.

How much does it cost?
Hire charges for the main hall are as follows:

- **£36.00 per hour for commercial/standard hire**
  This applies to all hirers using the hall for classes, training, meetings, clubs, groups etc where a fee is charged

- **£28.00 per hour for private (strictly non-commercial) hire including parties etc.**
  PLEASE ENTER CODE OTRES WHEN MAKING YOUR BOOKING TO RECEIVE THE DISCOUNTED RATE

A mandatory £200 security deposit is added to all bookings at the point of payment in order to guard against any damages or breakages to the building and its contents. This is fully refundable in the event that the premises are returned in good order. Following the hire period, the facilities will be checked and the deposit returned to you using the original payment method. Please allow 5-10 workings days for this payment to be processed.

Hire charges for other spaces and facilities are available on our website here

Discounted rates may be available for charities and local community organisations/initiatives. Please contact the Bookings Assistant at bookings@duntongreen-pc.gov.uk to discuss further.

When is the Pavilion available for hire?

From 9am until 10pm on weekdays and from 9am until 11pm at weekends.

Please ensure you include time for any set up and clear up periods you require in your hire. Early arrivals/late departures will be charged at the usual hourly rate, rounded to the nearest hour (minimum charge £28.00).

What is the capacity of the main hall?

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 of the main hall?

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 first aid kit. There is a shutter which can be opened from where you can serve refreshments.

Hire of the main hall automatically includes access to the kitchen, unless indicated otherwise. Please note that on occasion this access may be shared with other hirers – please do contact the Bookings Assistant to enquire if you require exclusive access (please note this does not apply to private parties, which automatically have exclusive use).

Unfortunately, we do not supply any crockery, cutlery, serving items or similar – you will need to supply all of your own kitchen equipment.

What is the situation re catering?

We do not provide catering but are happy to recommend local businesses that we have worked with in the past.

Is the building licensed for alcohol?

No, the hall is not licensed. No alcohol may be sold on the premises.

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.

If hiring a bouncy castle, please ensure the supplier is aware of the height and access restrictions for the building and car park. We are unable to leave the car park height barrier open for access – therefore any vehicles must be lower than 2m in order to clear the barrier.

We do NOT permit bouncy castles or any other structures to be erected or used within the outside areas of the Pavilion, including the Recreation Ground and field.

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. We do have a noise limiter on site in the main hall which will automatically cut the power in the event that an excessive decibel level is reached.

Can we use the outside spaces as part of our hire

No, hire charges are for the specified inside facilities only.

Do you have car parking?

Yes, there is free parking at the venue. 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.

Please note these spaces are provided for users of the Pavilion and Recreation Ground only, and vehicles should not be left onsite following your hire. We do not guarantee availability of parking.

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. The Bookings Assistant will be in touch a few days before your hire to arrange collection. The fob should be posted through the letterbox under the office window at the end of the hire period.

Lost/damaged fobs will be charged at a fee of £35 per set, which will be deducted from your damage deposit.

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.