

**TONBRIDGE CASTLE COUNCIL CHAMBER  
CONCESSIONARY USERS**  
Terms & Conditions

**Due to the increased number of requests by Concessionary Users to book the Council Chamber certain restrictions have had to be put in place to ensure fair usage by all concerned.**

We would ask you to take account of the following restrictions when making your bookings in future. We would also ask you to use the attached forms.

- Free use will be limited to two sessions per month (a session being morning, afternoon or evening) or a seven day period in the case of exhibitions.
- Free use will not be available on Friday nights as this time is required to set up and rehearse for weddings the following day.
- Free use in the evening should be limited to 10pm, after which caretaking costs become payable.
- Concessionary bookings will not be accepted more than 12 months in advance.
- A charge will be made for cleaning in the event of food and drink being consumed.
- One Parking Permit only will be issued to the hirer.

**NB** – If charges are agreed for concessionary users, the above will be amended to refer to “concessionary charge” rather than “free use”.