

**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 for all concerned.

We would ask you to take into account the following restrictions when making your bookings.

- Sessions will be limited to two per month and will only be permitted between 01 October - 31 March each year (a session being morning, afternoon or evening) or one seven day period in the case of exhibitions.
- The chamber is not available on Friday evenings as this time may be required to set up and rehearse for weddings the following day.
- Charges for caretaking start at 5pm each day.
- Concessionary bookings will not be accepted more than 12 months in advance.
- A charge will be made for cleaning in the event of food being consumed.
- One Parking Permit only will be issued to the hirer.