

**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.

- Free use will be limited to two sessions per month between 01 October until 31 March each year (a session being morning or afternoon) or a seven day period in the case of exhibitions.
- Free use will not be available on Friday evenings as this time may be required to set up and rehearse for weddings the following day.
- Free use is limited to 5pm, 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 being consumed.
- One Parking Permit only will be issued to the hirer.

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