Bat & Ball Centre
Function Room Hire
Information Pack
2026 – 2027



Sevenoaks Town Council

Town Council Offices | Bradbourne Vale Road |Sevenoaks | TN13 3QG
Tel: 01732 459953
www.sevenoakstown.gov.uk

Contents

Overview	3
Facilities	4
Room Specifications	6
Audio Visual, Public Address & Lighting	7
Fees and Charges	8
Terms and Conditions of Hire	9
Hirers' Privacy Notice	14
Fire Emergency and Evacuation Plan	16
History	18
Rebuild 2019/2020	19
Hire Enquiry Form	24
Bouncy Castle Conditions of Hire and Form	26

Overview

Bat & Ball Centre is a multi-use hireable facility in North Sevenoaks and includes:

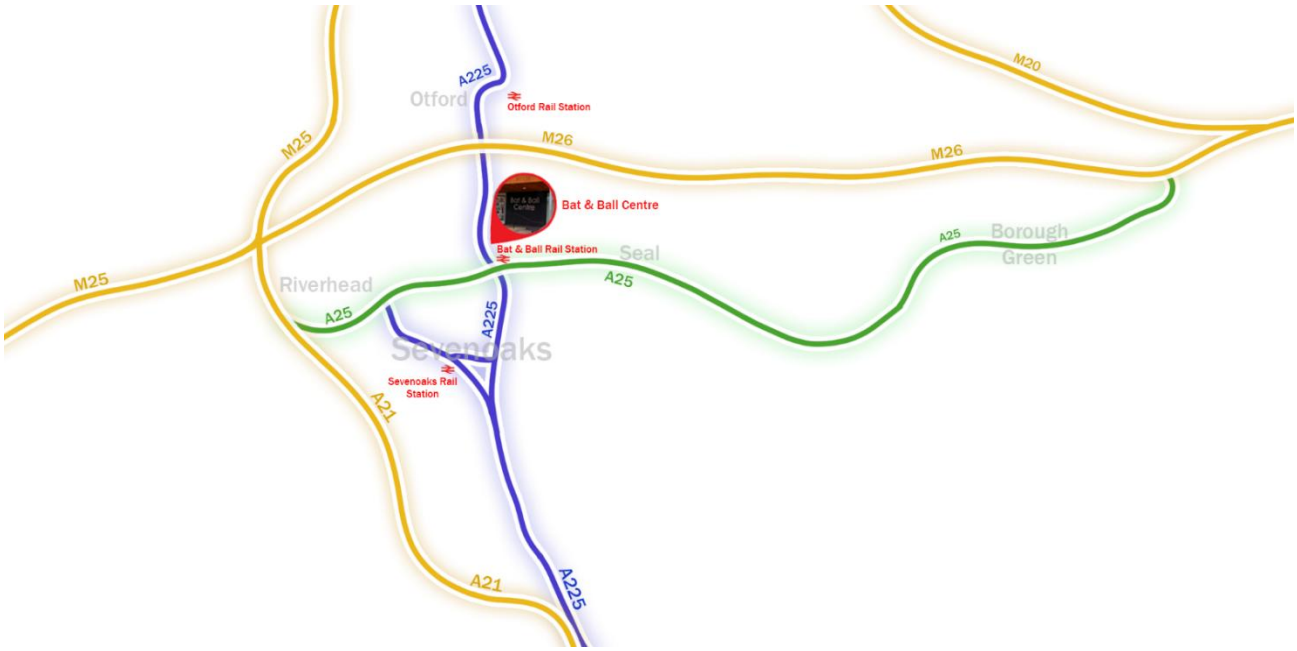
- Harry Garrett Hall (Large Hall)
- John London Hall (Small Hall)
- Meeting Room
- kitchen
- landscaped garden
- Multi Use Games Area
- easy access to M20 and M25
- ample free parking
- cycle racks
- local bus services
- Bat & Ball Railway Station next door
- Sevenoaks Mainline Railway Station about 1 mile

The Centre is open all year round and is a perfect venue for:

- weddings
- private parties and functions
- meetings
- conferences
- low impact exercise classes
- community groups
- a wide range of other activities

For a 3D Virtual Tour of the Bat & Ball Centre please visit:
https://my.matterport.com/show/?m=qpfvaa9i8cJ&brand=0

Or watch the following video:
https://vimeo.com/497240958



Bat and Ball Centre, Cramptons Road, off Otford Road, Sevenoaks TN14 5DN

For all queries please contact: hallhire@sevenoakstown.gov.uk

Facilities

General and access
Two large multi-purpose rooms, which can be hired individually or together, and an additional smaller room. The Centre has level access with push button automatic double doors into the main entrance. An acoustic loop system is fitted in all rooms for those with hearing impairment.

Equipment
Wi-Fi is available throughout the building and modern audio-visual equipment is available to use. Please see page 8 for audio visual, public address and lighting prices for technical support.

Kitchen
There is a catering-standard kitchen available for hire, which includes use of a kettle, oven, fridge/freezer, glasses, cutlery and crockery.



Landscaped garden area
Including gazebo with water feature, electricity, large terrace and seating.

Multi Use Games Area (MUGA)
The MUGA is a fenced-off area with floodlighting, used for playing different sports such as tennis, netball, 5-a-side football and basketball. Opening times are from 6am to 9pm with both pre-booked free and chargeable sessions available. Please visit the following link for times and prices. MUGA Charging and Non Charging Schedule 01.04.2026 to 31.03.2027.pdf

Defibrilator This is located on the outside wall by the front entrance.

Parking There are 66 free car parking spaces outside the Centre and 3 disabled parking spaces. An additional 2 spaces have charging points installed.
Events over 60 people are strongly advised to arrange car share or public transport to reduce impact on neighboring roads and to increase likelihood that our facilities can accommodate all guests in the parking area. The Centre is directly adjacent to Bat & Ball Station platform.

Cyclists can make use of cycle racks.

Public Transport
Easy access to Bat & Ball Station Cheap Train Tickets, Rail Times & UK Train Fares | Southeastern Buy Train Tickets | Book Train Tickets Online | Thameslink
Buses and Go-Coach direct hire service Welcome to GoBus | GoBus

Catering
We can provide you with unlimited teas and coffees (see charges page 9).
You are welcome to choose your own caterers. Below is a list of local caterers who have approached us to be promoted, but they are not endorsed by the Council.
Perfect Cuisine: Contact Florence Kirkpatrick - florence@perfectcuisine.co.uk
Cordon Bleu Catering by Stephanie's: Contact Stephanie - www.cordonbleu-catering.co.uk



Main entrance with ramp and steps leads into a ...

… welcoming **foyer**: an adaptable space, which includes moveable furniture, a large screen and a hatch through to the kitchen.





The **Harry Garrett Hall** (Large Hall) with a wall of windows onto a landscaped garden, includes a small stage, piano, hatch through to the kitchen, large screen, full technical equipment and lighting for presentations.

Sliding doors lead through into the ...

… **John London Hall (Small Hall)**: a smaller room with kitchenette, children's toilets, screen and secure outside space.





The **Meeting Room** has a window aspect and screen.

Room Specifications

	Harry Garrett Hall (Large Hall)	John London Hall (Small Hall)	Harry Garrett & John London Halls Combined (partitioning panels removed)	Meeting Room
Room size	23.5m x 13.25m	11.6m x 6.85m		6.3m x 3.9m
Maximum room capacity	340 standing 270 theatre seating 160 seated at tables	130 standing 60 theatre seating 48 seated at tables	470 standing 330 theatre seating 260 seated at tables	12 seated at table
Maximum number of 6ft round tables for available floor space	20	6	26	
Stage 6m(w) x 2m(d) x 0.6m(h)	Included			
Number of tables available	4ft trestle tables (17) 5ft trestle tables (16) 6ft trestle tables (18) 6ft diameter round tables (34) Bridge Tables (21)			Boardroom table
Number of chairs available	470			12
Screen for presentation	Included			Included
Hearing Loop	Included			
Microphone	On request			
Coat Rail	Included			

Audio Visual, Public Address and Lighting

The Harry Garrett Hall and John London Hall are equipped with audio visual, public address and lighting as standard in your room hire. The Meeting Room has a large presentation screen.

Additional technical support staff can be booked to support you throughout your event or if you require more advanced equipment or would like a little bit of comfort. You will be invited to discuss your requirements with them. At least 1 months' notice must be given prior to the event if you wish to book technical support and is subject to staff availability.
Please note that if you are hiring a DJ then they will, most likely, bring their own lighting and sound equipment. In this instance the standard equipment available in the halls should be adequate.

You are welcome to arrange a visit to the Centre ahead of your event to test out your equipment.

	Equipment	Cost
Standard Available in both the Harry Garrett and John London Halls	**Projection:** For use of the overhead projectors in either the large (Harry Garrett) or small (John London) halls. You will need to bring along compatible equipment. Your laptop must have both a **HDMI** port and a **USB** port. Without both of these outputs on your device you will not be able to connect to the overhead projectors and speakers. **Audio:** To connect to the sound system in the hall to play music etc. for your booking, you can use one of two options; **Bluetooth**: Either your laptop or mobile phone will be able to connect to the passive Bluetooth connection in the centre. **HDMI**: A laptop device connected via the HDMI connection (mentioned above in 'Projection') will also have a stable audio connection to the hall's sound system. **DJ**: DJ equipment can be connected to the RCA jacks on the left-hand side of the stage. There are XLR converters available upon request. **Microphones:** For use of the microphones (Standing/handheld, or lapel microphones) you must state your requirement beforehand when completing your booking. The microphones of choice can then be set-up and tested by the on-site caretaker/technician prior to your booking/event.	**Included in room hire**
Technical Support **Available in the Harry Garrett Hall**	**Use of the above plus** **• Use of Zero-88 FLX S48 Lighting console for full production control** **• Use of Yamaha TF1 Digital sound console and RIO 1608 stage boxes for full production audio control** **• Access to all user functions of touchscreen control for AV and lighting states** **• Access to 8 Fresnel LED luminaires** **• Access to 6 Wash-light LED luminaires**	**£73 per hour**

Fees and Charges from 1st April 2026

WEEKEND RATES		
Harry Garrett Hall	Hourly Charge	£61
	Hourly Charge 6+ hours	£54
John London Hall	Hourly Charge	£54
	Hourly Charge 6+ hours	£49
Meeting Room	Hourly Charge	£37
	Hourly Charge 6+ hours	£31
Harry Garrett & John London	Hourly Charge	£115
	Hourly Charge 6+ hours	£103

WEEKDAY HOURLY RATES		
Harry Garrett Hall	9am – 6pm	£49
	6pm – midnight	£54
	6+ hours	£43
John London Hall	9am – 6pm	£43
	6pm – midnight	£49
	6+ hours	£37
Meeting Room	9am – 6pm	£26
	6pm – midnight	£31
	6+ hours	£19
Harry Garrett & John London	9am – 6pm	£92
	6pm – midnight	£103
	6+ hours	£80

ADDITIONAL CHARGES	
Harry Garrett Hall/John London Hall (room layout/tables & chairs)	£49
6ft Round Tables	£3
Tablecloths	£12
Kitchen	£31
Unlimited teas & coffees per person	£3
A0 poster bays – monthly charge per bay	£74
Tea Dance (per person)	£5
MUGA – per hour for sports parties in addition to cost of hall hire	£26

There is a 10% reduction for 10 or more bookings in any one financial year, provided payment is received within 30 days of the date of the invoice.

All rates are inclusive of VAT.

Above rates are strictly non-commercial. Commercial rates are available – POA.
To qualify for the non-commercial rate one of the following criteria needs to be met:

- Event is held by a charity
- Event is free of charge for attendees, or fee charged to cover costs only (event is not primarily intended towards making a profit)

Damage deposit per booking – 25% of room hire (min. £150 or £400 at discretion of the Council)

Bat & Ball Centre
Terms & Conditions of Hire

Definitions

For the purpose of these Conditions of Hire, "Hirer" means the person or organisation to whom this letter and accompanying invoice is addressed, and "Council" means Sevenoaks Town Council, which is the owner and operator of the Bat & Ball Centre ("the Centre").

1. **Payment**
   a. The Hirer shall pay a **Holding Deposit** of half the cost of a booking within 2 weeks of confirmation of booking and the balance of fees is due one calendar month prior to the event or "Due date" on the invoice. Please keep to the booked times. Extra time may be available by prior request if the room is not occupied. An extra charge will be made at the same hourly rate if the booked time is exceeded.

   b. All events require the payment of a refundable **Damage Deposit** of 25% of the booking charge (minimum £150 or £400, at the discretion of the Council), which will be applied to the invoice. This is separate from the Holding Deposit. The Damage Deposit will be returned after the event, provided no damage is caused at the Bat & Ball Centre, all rubbish is removed and the building is left in a clean state. This includes the cleaning of any kitchen equipment used. Please ensure that caterers are aware of this.

   c. Vacating the Premises – The Hirer must ensure that all guests, equipment and personal belongings have been removed and that the premises have been fully vacated by **12:00 midnight.**
   If the Hirer has not vacated the building by 12:01am, a charge of £100 per room will be applied. If the premises remain occupied after 1:00am, a further £100 charge will apply. An additional £100 will be charged for every hour (or part of an hour) thereafter until the premises have been fully vacated. Where applicable this charge will be deducted from the damage deposit. If the charge exceeds the value of the damage deposit, the Hirer will remain liable for the outstanding balance.

   d. If the Hirer uses previously un-booked space or hirable facilities, they will be liable for the full hire costs, which will be invoiced and deducted from the damage deposit.

   e. **Damage caused to the varnished wooden flooring will result in a charge of £1000 being invoiced to the Hirer.** Please see clause 15 (no adhesive products are to be used on the floors and walls) and note that this also relates to dance floors, runways and carpets, which are NOT permitted in the Centre, see clause 16.

2. **Gratuities**
   Town Council Staff are not permitted to accept gratuities or tips.

3. **Additional Facilities**
   The following facilities are available for your use by arrangement with the Council, but we do need advance notice. If used and not pre-booked they will be chargeable. Please indicate on the Enquiry Form.
   - Technical Equipment – Audio Visual, Public Address and Lighting is available as standard.
   - Technical Support - At least 1 months' notice must be given prior to the event if you wish to book technical support and is subject to staff availability. This service is chargeable.
   - Flipchart (paper and marker pens supplied)

- Bridge/games tables
- 6ft round tables (seat 8-10 people per table)
- Tablecloths
- Tea & coffee (to be discussed)

4. Payment Procedure

Please sign and detach the Enquiry Form and return it to Sevenoaks Town Council at the address overleaf.

Once we have confirmed your booking, and you have been invoiced, payment needs to be made in accordance with Section 1 above.

Payment can be made by the following methods:

- cheque made payable to **Sevenoaks Town Council.**
- card by phoning Sevenoaks Town Council on **01732 459953**.
- bank transfer to NatWest Bank, account name **Sevenoaks Town Council**, sort code **60-19-02**, account number **23169788** using your invoice number as the reference.

5. Cancellation

a. If the Hirer cancels the booking within 21 days of the date of the event the full fee will be payable.

b. In the event of the Council cancelling the booking due to the premises being unfit for its intended use or required as a Polling Station, all fees paid by the Hirer shall be refunded.

c. The Council reserves the right to cancel any bookings at any time without incurring any liability to the Hirer.

d. National Mourning - If the event is cancelled due to period of National Mourning, which is beyond our control, we would endeavour to re-schedule the booking.
Hirers are advised to check out their insurance – especially those planning their weddings.

6. Maximum Capacity – as determined by premises regulations. On no account shall these figures be exceeded due to Licensing.

a. The Harry Garrett Hall has a maximum capacity of 340 standing, 340 seated in theatre style and 160 seated at tables (these figures include helpers and performers).

b. The John London Hall has a maximum capacity of 130 standing, 120 seated in theatre style and 65 seated at tables

c. The Harry Garrett and John London Halls combined (sliding door open) have a maximum capacity of 470 standing, 460 seated in theatre style and 260 seated at tables

d. The Meeting Room has a maximum capacity of 20 standing, 20 seated in theatre style and 20 seated at tables

For the comfort of hirers, the numbers for seating in theatre style or seated at tables may vary from the above figures, which are given for maximum capacity. Please discuss.

7. Cleaning and Waste Disposal

a. All use of the Centre premises and facilities is subject to the Hirer accepting responsibility for returning furniture and equipment to their original positions and for securing doors and windows as required. Under no circumstances must the premises be left empty and unlocked.

b. The Council does not offer a clearing up service after the event.

c. All users shall leave the premises and surrounds in a clean and tidy condition with all lighting turned off. Hirers are responsible for ensuring that caterers have cleaned and tidied the kitchen. All remaining food and drink should be removed from the fridges and freezer. A caretaker fee will be charged if not in a clean and tidy condition.

d. The crockery/cutlery must be left in a clean condition and replaced in the correct cupboard/drawer.

e. Please separate rubbish into the appropriate recycling bins located in the back yard outside the kitchen and on site.

f. Caterers and decorators should take all food trays, used cooking oils, packaging and decorations away with them.

g. Hirers should ensure that they (or their decorators) remove any gas cylinders used for inflating balloons and other inflatable displays from the premises. These cannot be stored or disposed of by Sevenoaks Town Council. A caretaker's fee will be charged for any gas cylinders left on the premises.

8. Premises Closing Time

The closing time of the premises is midnight. We recommend that you allow an hour to tidy up so that you are ready to vacate the premises by this time.

9. Music

The Hirer shall ensure that the playing of music ceases at 11pm.

10. Fire Safety

It is the responsibility of all Hirers and users of the Bat & Ball Centre to familiarise themselves with the fire safety procedures for the venue and to follow these procedures in the event the fire alarm is sounded. Evacuation procedures are located on the wall inside each hall/room, adjacent to the door.

11. Emergencies

a. In the event of calling the Emergency Services please use the postcode **TN14 5DN**. What3words **sides.saving.curl**

b. There is a defibrillator located on the wall outside the front entrance.

c. The caretaker would normally be on-site – if not, an emergency number will be given.

12. Portable Cooking Equipment

The Council is not insured for use of portable cooking equipment as they would not be subject to our maintenance regimes and as such are not insured for use on our premises. It is the responsibility of the hirer to ensure that they inform caterers and other third parties that **portable cooking equipment is not permitted in the Centre**.

13. Food Carts

Food carts which involve the cooking of food are NOT permitted inside the halls. **All cooking should be done in the kitchen.** For all other food carts the hirer should obtain permission from the Council first and then a risk assessment from the company and forward this to the Council. Please discuss.

14. Barbeques and Spit Roasts

Barbeques, spit roasts or other forms of outdoor cooking are NOT permitted within the grounds of the Bat & Ball Centre. **All cooking should be done in the kitchen.**

15. Adhesive products

No adhesive products are to be used on the floors and walls. This includes the use of double-sided sticky tape to secure display stands or other equipment to the floor. Please ensure that your fitters and decorators are aware that adhesives should not be used.

16. Dance Floors, Runways and Carpets

Dance floors, runways and carpets are NOT permitted in the Centre.

17. **Glitter Confetti**
    No glitter confetti is to be used.

18. **Smoke Machines**
    The building is protected at all times by a fire alarm system. A smoke machine from disco equipment may activate the smoke detectors. Therefore, please do not use these.

19. **Children's Parties**
    a. **Bouncy Castles and Inflatables.** Bouncy Castles are NOT permitted within the building and can only be used in the rear garden. Special Conditions apply for the use of Bouncy Castles. The Hirer will be required to sign a form agreeing to the conditions and produce the information requested prior to the booking date. For all other inflatables there is a height restriction of **2.6m** in the Harry Garrett Hall. Inflatables cannot be used in the John London Hall.
    b. **Sports Parties.** The throwing and kicking of sports equipment e.g. balls is NOT permitted inside the building. Please see separate hire of the Multi Use Games Area (MUGA)
    c. Tables and chairs for the children must not be set up on the stage.
    d. Please do not use sparkler candles on birthday cakes as they create smoke and may set off the fire alarm. Ordinary candles are acceptable.

20. **Booking Restrictions**
    No "teen" parties from the age of 16 will be permitted.

21. **Supervision**
    a. The Hirer must be 21 years of age or over and must be present at the function/event.
    b. The Hirer shall, during the period of hiring, be responsible for supervision of all persons using the premises and of car parking arrangements for those attending their function, to avoid damage, inconvenience or obstruction to others and advise guests of parking limitations and the need to car share.
    c. Children should be supervised by adults at all times within the Centre and grounds.

22. **Damage**
    The Hirer shall be responsible for the cost of repairing any damage to the building, its contents or grounds during, or as a result of, a booking.

23. **Licences**
    a. The Bat & Ball Centre is licensed for entertainment and the sale of alcohol.
    b. Any Hirer planning to sell alcohol must inform Sevenoaks Town Council at the time of booking ('sale of alcohol' includes events when a glass of wine is included in the ticket price).
    c. Sevenoaks Town Council has a Designated Premises Supervisor; however it remains the responsibility of Hirers to ensure the function they hold is properly managed.
    d. A bar may only be operated by a Personal Licence Holder who will be required to present the Town Council with their Licence (a photocopy will not suffice) plus details of other staff who will be serving alcohol, prior to confirmation of the booking.
    e. Alternatively, the Town Council will accept a Temporary Event Notice (TEN), which has been signed by the Licensing Partnership.
    f. Hirers may bring in their own alcoholic drink for consumption on the premises but only on condition that it is not sold.

24. Insurance

The attention of the Hirer is drawn to the need to make private arrangements for insurance in respect of claims which might be made by persons for injury or damage arising out of the hire of the Centre (the Centre is insured against any claims arising out of the Council's negligence).

25. Use of Premises

a. The Hirer shall not sub-let or use the premises for any unlawful purpose, nor do anything to bring onto the premises anything which may endanger the premises, its users, or any insurance policies relating thereto. All disco and electrical equipment brought into the Bat & Ball Centre must have a current Portable Appliance Test (P.A.T.) certificate.

b. The part of the building hired may only be used for the purpose for which it was originally booked. Use of the building is confined to this area.

c. The premises may not be hired for discos or parties if an entrance fee is being charged without prior agreement from Sevenoaks Town Council.

d. Section 26 of the Counter Terrorism and Security Act 2015 places a duty on certain bodies, in the exercise of their functions, to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent Duty. In complying with the Prevent Duty, there is an expectation that local authorities ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremists views.
Therefore the hirer is not to use local authority resources to espouse violent and / or non-violent extremists views. The Government has defined extremism as 'vocal or active opposition to our Fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Also included in the definition of extremism is calls for the death of members of our armed forces.

26. Food Safety

a. It is the Hirer's responsibility to ensure that all food provided is within Food Hygiene legislation and that suppliers are appropriately registered with Environmental Health.

b. Where appropriate, Sevenoaks Town Council will require details of Environmental Health Registration.

c. It is the Hirer's responsibility to ensure that, when providing refreshments, all allergy food safety requirements are met.

d. Sevenoaks Town Council takes no responsibility for the provision of refreshments provided by Hirers.

27. Sale of Goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based on actual Retail Prices.

28. Regulations

The Hirer shall be responsible for the observance of regulations imposed by the Local Authority and the Fire Authority and the Council regarding maximum permitted numbers and other matters.

29. Right of Entry

Right of entry to the Centre shall be permitted at any time to any member of the Management of Sevenoaks Town Council or a delegated person.

30. Hire of Premises

Sevenoaks Town Council reserves the right to refuse room hire bookings.

Hirers' Privacy Notice

When you hire a Public Building, Sports Pitches or hold an event on Town Council land, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent**.**

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Sevenoaks Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You many request the deletion of your data held by Sevenoaks Town Council at any time).

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: The Town Clerk at Sevenoaks Town Council Offices.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: The Town Clerk at Sevenoaks Town Council Offices to request this.

Information Deletion

If you wish Sevenoaks Town Council to delete the information about you please contact: The Town Clerk at Sevenoaks Town Council Offices to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact The Town Clerk at Sevenoaks Town Council Offices to object.

Rights Related to Automated Decision Making and Profiling

Sevenoaks Town Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to The Town Clerk at Sevenoaks Town Council Offices and, or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary: In accordance with the law, Sevenoaks Town Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Sevenoaks Town Council do not use profiling, we do not sell or pass your data to third parties. Sevenoaks Town Council do not use your data for purposes other than those specified. Sevenoaks Town Council make sure your data is stored securely. Sevenoaks Town Council delete all information deemed to be no longer necessary. Sevenoaks Town Council constantly review its Privacy Policies to keep it up to date in protecting your data. (You can request a copy of the policies at any time).

Fire Emergency & Evacuation Plan

ADVICE TO USERS

The Bat & Ball Centre is licensed by the District Council for Public use. The Centre is equipped with the requisite number and type of fire extinguishers. Smoke detectors and heat sensors are installed in the building. If the sensors are triggered, building alarms are set off. Fire alarms may also be initiated by operating the alarm buttons situated adjacent to each Fire Escape door. Fire extinguishers are also situated next to each Fire Escape door.

All Hirers are urged to make themselves aware of the building layout. The diagram shows the various exit routes from the halls and the assembly point in the car park.

User Groups are advised to appoint a person to take charge in an emergency.

ACTION ON HEARING THE FIRE ALARM OR IN THE EVENT OF ANY EMERGENCY.

LISTEN TO INSTRUCTIONS FROM THE PERSON IN CHARGE

IF URGENT EVACUATION OF THE HALL IS NECESSARY,
PROCEED AS FOLLOWS:

DO NOT PUSH, SHOVE OR RUSH

DO NOT STOP TO COLLECT COATS OR BAGS

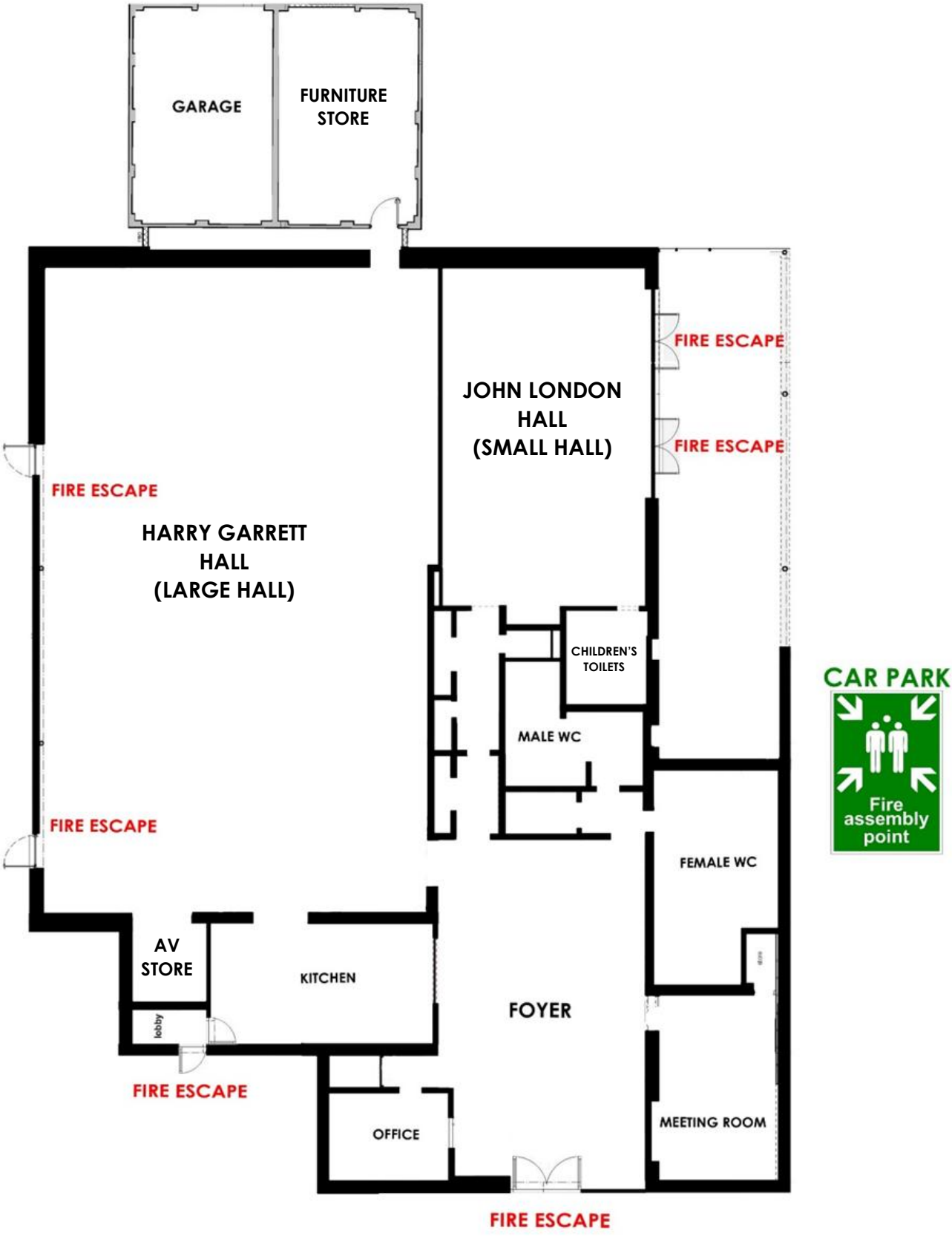
LEAVE THE HALL BY THE SHORTEST POSSIBLE ROUTE
(NORMALLY VIA THE FIRE EXITS)

GO TO THE ASSEMBLY POINT

AWAIT INSTRUCTIONS BEFORE LEAVING THE SITE

THE POSTCODE FOR THE CENTRE WHEN CALLING
THE EMERGENCY SERVICES IS **TN14 5DN**
OR What3Words LOCATION **sides.saving.curl**

Bat & Ball Centre Fire Escapes and Assembly Point



History

By the initiative of the Sevenoaks Community Association, formed in 1968, funds were raised and the Centre on the Otford Road opened in October 1983 to serve Sevenoaks and the neighbouring villages. Much credit is owed to the efforts of the first two Association chairmen, Reg Quinnell and Gwenneth Mehew. The Centre was on a site owned by the District Council and leased to the Association at a 'peppercorn' rent. Due to increasing costs Sevenoaks Town Council agreed to take over the operation of the Centre and the lease. The Community Association was dissolved in 2001.*Extract from *Sevenoaks, An historical dictionary*; David Killingray and Elizabeth Purves, 2012



Sevenoaks Community Centre entrance circa 1999

Early records of Sevenoaks date back to the 13th century when a market was first held here. The settlement grew from the 15th century after the construction of Knole House between 1456 and 1486 by the Archbishop of Canterbury. The house, which still stands today, has been extended many times through history and is now one of England's largest homes and an important landmark.

Land to the north of Sevenoaks was largely agricultural with a number of estates and manor houses including Bradbourne, Greatness and Riverhead. In the 18th century the area included a number of mills. These included a silk mill set up by Peter Nouaille – a French Huguenot and owner of Greatness House. This mill employed over a 100 people including French refugees.

Two turnpikes were opened through the area in the 18th century, the east-west Reigate to Wrotham (1765) and the north-south Farningham to Sevenoaks (1766). These met at Bat and Ball junction and a toll gate and inn were established at the location.

The railway arrived in 1862 and Bat and Ball railway station was the first station to be built. The area around the station became a hive of activity with a large goods yard and coal operation. Sevenoaks Station followed in 1868.

Brickmaking had been a feature of the area for several centuries, with Tudor bricks from the area used to build Otford Palace, dug and fired next to Otford Road. The 1910 plan of the area indicates brickworks to either side of Otford Road on the site of the current Vestry Road Industrial Estate.

In the inter-war years the demand for bricks and sand to construct new homes led to further works being established in the area including the Greatness Brickworks to the north-east of the area and sand and gravel extraction to the west of Bat and Ball.

Through the 19th century Sevenoaks continued to grow. The St John's Hill area was developed for housing through the period 1840 to 1880 and the Sevenoaks and Holmesdale Cottage Hospital opened on St John's Hill in 1873.

In the post war years gravel extraction at Bradbourne led to the creation of Sevenoaks Wildlife Reserve. The Reserve, established in 1956, was the first of its kind with the excavations flooded to create a series of lakes. Extraction of sand and gravel was completed in Bradbourne in 1980; however, extraction is now taking place at Greatness on land known as Tarmac land adjacent to the former Greatness Brickworks.

Employment use continues to play an important role in the area. Former rail sidings adjacent to the station are now occupied by the Sevenoaks Enterprise Centre and the Vestry Road Industrial Estate to the north is located on a combination of former brickworks, landfill and railway sidings.

Rebuild 2019/2020

The Sevenoaks Community Centre, although used extensively as a community hub, was more than 30 years old, and the fabric of the building required costly maintenance and was uneconomic to operate. Public feedback also indicated that it was no longer a venue where they would want to hold a special family occasion e.g. a wedding. Also, a larger venue had been requested by businesses and the public for events with a sit-down capacity of 250. People requiring such a venue were having to go out of town.

Sevenoaks Town Council (STC) had already made a commitment to the regeneration of the Bat and Ball area and believed that a new community centre was a key component to this.

Initially, the Town Council considered selling its office site and combining capital income to build a two-storey community centre, which would have its offices on the first floor. Unfortunately, there were planning problems relating to this idea on both sites. At the same time, the Red Cross relinquished its building (adjacent to STC's offices), and this provided an opportunity for its development.

Bearing all of this in mind, the Town Council reconsidered its original plan and decided to retain its office site, refurbish the old Red Cross building and keep the current community centre site for its original purposes, which had the benefit of the car parking not being so restrictive.

This proposal provided several advantages:

- Less pressure on car parking at the Bat & Ball Centre
- Less pressure on car parking at STC office site, also enabling nearby residents to use some car parking spaces during non-office hours
- Retains community assets
- Enables Sevenoaks Day Nursery to continue with its original plans (on community centre site)
- Enabled a new Business Hub to be created in the former Red Cross building

Plan for new Centre

The driving vision for the new Bat & Ball Centre was to replace the tired and no longer fit-for-purpose 30-year-old community centre with a facility that would be characterised by being a high quality contemporary building, within accessible and vibrant public realm, enabling a lively and eclectic mix of daytime and evening activities. It was intended to complement and be interactive with the refurbished adjoining Bat & Ball Station building, being far more economical to operate with improved aesthetics and extended community space.

It was important to STC that once the new building was constructed the external areas should be landscaped to enable the exterior to also be a valuable community space.

It was also vital that the Centre be part of STC's Priority One strategy to recognise the Government and Kent County Council's declarations for aiming for Zero Carbon. This meant:

- rebuild instead of new build is more sustainable;
- materials used for the building had to be eco-friendly and as sustainable as possible;
- additional sustainable features include solar panels, motion sensor lighting, increased insulation, improved boilers and air conditioning;
- users should be encouraged to use public transport – train station adjacent to Centre;
- installation of electric car charging points;
- more trees, including fruit and nut trees, should be planted;
- provision of cycle racks.

What was the budget and how was it funded?

- Project Budget:
    - £2,775,208
    - + £303,597 contingency
    - **£3,078,805 total**
- Funded by:
    - £1,200,000 CIL (Community Infrastructure Levy) Grant
    - £57,815 CIL Reserve
    - £420,990 Capital Reserves
    - £1,400,000 Public Works Loan Board (25 years fixed rate, annual repayment £74,202)

Extensive consultation took place regarding provision of new a community centre including articles in the press, *Town Crier* magazine, public meetings, Community Investment Plan, social media, etc.

Work began in September 2019 and got underway swiftly and efficiently.

In spring of 2020, the project became more challenging due to the COVID-19 restrictions and, in particular, with the sourcing of materials.

The building was eventually handed over to the Council, having being completed (apart from a bit of snagging) on time and on budget, in time for the grand opening in December 2020, but unfortunately, the pandemic meant that all plans for a formal ceremony were put on hold. Sevenoaks Town Council was honoured that the first use of the Centre was as a COVID-19 Symptom-Free Testing Centre.



Mural at the main entrance

Sevenoaks Town Council commissioned a mural by local renowned artist, Melvyn Evans, to depict social history relating to aspects of Northern Sevenoaks.

The panel has been installed at the entrance and acts as a security measure, being made of contravision, which stops people being able to see into the building; however, it does not stop people looking out.

The visual panel depicts the social history of Northern Sevenoaks including pictorial reference to the following:

- Local brickworks
- Gas holders
- Important trees
- Bat & Ball Station
- Watercress fields
- Quarry

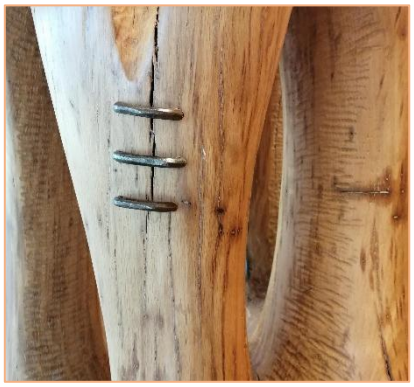
Sculpture: 'After the Storm' by Glenn Morris

On the morning of the 16th of October 1987, the residents of Sevenoaks awoke to an entirely altered landscape; winds of up to 134 miles per hour had torn trees from the earth and caused utter devastation. Ancient oaks and beeches that had stood for literally hundreds of years were now lying broken on the ground.

Sevenoaks, as a town, became widely known as the epicentre of the 'Great Storm' so, for me, this seemed a fitting subject and source of inspiration for this work. 'After the Storm' is made from a small section (less than a quarter) of the main stem of an oak tree that fell that night in 1987.

The timber lay for over thirty years and, as can be clearly seen from the cracks and holes, was subject to nature's steady and inexorable attempts to slowly break down the wood and return it to the earth.





Oak is, however, extremely resilient and was, until recently, the timber of choice for a wide variety of crafts including shipbuilding, furniture, transport and buildings so, even after such a long time, I was able to salvage the timber (albeit bearing the scars of time) which now, away from the damp and decaying organisms, will last for hundreds of years into the future.

The ring count of the main stem would indicate that the tree was 280 years old on the day it fell victim to the storm, and therefore was a sapling when William III was on the throne and the only form of transport was by horse.

I have attempted to echo the splits that were commonplace in the massive branches as they hung from Sevenoaks' ravaged trees and also, with ironwork, a reference to man's attempts to 'fix' **nature**, as well as a nod to the lost crafts of the Weald of Kent, once famous for iron.



The heavy cast-iron base section was cast in one of the last great foundries in the city of Birmingham and the lines cut into it are an exact replica of the pattern of the isobars that appeared on the weather chart of Sevenoaks on the night of the storm.

Since 1987, and the onset of what is now called 'Climate Breakdown', extreme weather events are becoming more commonplace so, perhaps, the sculpture might also serve to remind us of our frailty and vulnerability as a species in the face of nature.



The Harry Garrett Hall



Harry Garrett was a Dunkirk veteran and long standing resident of Sevenoaks. He was made a Freeman of Sevenoaks in 2018 for his commitment to the local community.

He was a kind man who raised considerable funds for the Royal British Legion through the local poppy appeal and in 2004 was awarded a Certificate of Appreciation for his services.

Locally he was informally known as 'the Sheriff of Pontoise' always keeping a watchful eye on the park.

On his 100th birthday the Town Council arranged for a tree to be planted in Pontoise Close play area, which he could see from his house. At the planting ceremony former Mayor of Sevenoaks, Councillor Parry, referred to him as "a hero – he was in every theatre of the war you can think of."

He died in 2019 aged 101.

The John London Hall



John Frederick London was a former Mayor and Freeman of Sevenoaks and dedicated over 50 years of service to the town of Sevenoaks as a Councillor.

He first became a Councillor in 1959 when he was elected to the Sevenoaks Urban District Council and went on to become Chairman of the District Council in 1970-1971. This later became Sevenoaks Town Council in the Government reorganisation in 1972 and he held the office of Mayor of Sevenoaks in 1974-1975 and on two subsequent occasions in 1988-1989 and 2000-2001.

He was made a Freeman of the Town of Sevenoaks in 2011 when he stepped down as a Town Councillor.

He died in 2018 aged 83.

Bat & Ball Centre Hire Enquiry Form

(Please note that the completion and forwarding of this form does not confirm a booking)

Date of Hire requested	
Times of Hire requested Please allow sufficient time to set up and tidy away within your hire period	

Harry Garrett Hall (Large Hall) (please tick)	
John London Hall (Small Hall) contains kitchenette with sink, fridge and kettle (please tick)	
Meeting Room (please tick)	
Harry Garrett and John London Halls together A charge will be applied for the removal of partitioning panels (please tick)	
Use of main kitchen only available for hire with Harry Garrett Hall and chargeable (please tick)	

Additional Facilities (please state quantities) • **Flipchart** • **Bridge Tables** • **6ft Round Tables** seat 8-10 people per table (chargeable) • **Round Tablecloths** (chargeable) • **Caretaker set up** (chargeable) • **Trestle tables and chairs** • **MUGA for sports parties together with hire of hall** (chargeable) • **Microphones** • **Projector** (Harry Garret & John London halls) • **Presentation Screen** (Meeting Room)	
Technical Support for audio visual, public address and lighting (chargeable)	**YES / NO**

Tea / Coffee (chargeable) If required please state numbers	**YES / NO**
What is the event / purpose of hire? If it is a party for under 21's please state the age.	
How many people will be attending? *	
Are you hiring a bouncy castle (outdoors) or other inflatable? (please select)	**YES / NO**
Are tickets being sold for the event? (Please select and give details)	**YES / NO**
Are you hiring for commercial or non-commercial purposes? (please select) To qualify for the non-commercial rate one of the following criteria needs to be met: • Event is held by a charity • Event is free of charge for attendees, or fee charged to cover costs only (event is not primarily intended towards making a profit)	**COMMERCIAL / NON-COMMERICAL**

Your Name	
Address	
Telephone	
Email	
Name of Organisation to appear on invoice (if applicable)	

*Events over 60 people are strongly advised to arrange car share or public transport to reduce impact on neighboring roads and to increase likelihood that our facilities can accommodate all guests in the parking area. The Centre is directly adjacent to Bat & Ball Station platform.

Please return Enquiry Form to Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG or email to hallhire@sevenoakstown.gov.uk
Telephone 01732 459953

Bouncy Castle Conditions of Hire and Form

Conditions of Bouncy Castle Hire Prior to the Booking Date

Bouncy Castles are NOT permitted within the building and can only be used in the rear garden. For all other inflatables there is a height restriction of **2.6m** in the Harry Garrett Hall.

Before the booking date, we require a copy of the Bouncy Castle Hirer's public liability insurance which states that their cover is for a minimum of £5million if used outdoors.

In circumstances where the bouncy castle is hired without supervision from the Bouncy Castle Hirer at all times then we also require evidence, prior to the booking date, that their public liability insurance will cover this eventuality.

In addition to the above, we require a copy of the bouncy castle's last annual inspection certificate.

Conditions of Bouncy Castle Hire on the Booking Date

Provided the prior booking conditions have been satisfied, the use of a bouncy castle is permitted subject to the Hall Hirer agreeing to comply with the Bouncy Castle Hirer's conditions of use at all times.

As a minimum, the following safety guidelines must be followed:

- All persons using the bouncy castle must remove their footwear (except socks) and any sharp objects from their person prior to use.
- The bouncy castle will be supervised at all times by a responsible person over the age of seventeen.
- The bouncy castle will be fully secured to the ground at all times during use.
- The bouncy castle is not allowed to become overcrowded.
- All persons using the bouncy castle at the same time are to be of a similar size and ability.
- No food or drink is permitted whilst on the bouncy castle.
- Reckless/boisterous behaviour and rough horseplay is not permitted on the bouncy castle.
- Crash mats should be in place around the dismount area at all times and no person allowed to bounce on the step/front apron.
- No intoxicated person or any person under the influence of prescribed and/or non- prescribed drugs and/or any other intoxicating substance will use the bouncy castle or supervise it at any time.
- Any injured person will receive professional medical assistance within two hours of the event causing injury, and records of the medical treatment obtained.

To: Sevenoaks Town Council

I hereby agree to comply with the above conditions for the use of a bouncy castle for my booking at the Bat & Ball Centre on …….. and enclose copies of the required documents.

The name of the bouncy castle firm is…….

Signed …… Date …….

Print Name……..