

APPLICATION FOR LET

Please complete & return to: Hall Keeper, Victoria Hall Ellon, Station Road, Ellon, AB41 9AY

Hire Purpose: (eg. Birthday Party/Evening Function/Craft Fair/Cinema/Wedding)

Hirer / Organisation or Group Name: (Block Capitals)

Event Date:

Contact Address:

Home Tel:

Mobile Tel:

E-mail Address:

Event Start Time: (NOT including set up time)

Hall Access Time: (required for set up)

Event End Time: (NOT including tidy & cleaning time)

Hall Exit Time: (assumes hall is tidied/cleaned & returned to pre-hire state)

Approx No of Attendees:

Is this a Ticketed Event?
(please circle)

YES / NO

Will Function Involve Sale & Consumption of Alcohol? (please circle)

YES / NO

*NOTE: An 'Occasional Licence' must be obtained from Aberdeenshire Council where alcohol is to be sold at your event.
Please allow 6 - 8 weeks for the application to be processed.*

EVENT REQUIREMENTS

Tables & Chairs Approx No:
(if known)

YES / NO

Cleaning Services

(post event - £75 walkaway fee)

YES / NO

Kitchen - Light Use

(teas & coffees - use of electric urn & fridge)

YES / NO

Crockery & Cutlery Hire

(hallkeeper can provide more details)

YES / NO

Kitchen - Heavy Use

(6 ring cooker, fridge, freezer, hot cabinet, chiller cabinet, dishwasher)

YES / NO

Table Cloth Hire (white)

(£5 hire charge for double & single sizes, £2.50 small)

YES / NO

NOTE: If the hirer is under 18 years of age, this form must be counter-signed by a parent, guardian or club official who will be present during the Let and who is over 18 years of age.

**I, THE UNDERSIGNED, CONFIRM THAT I UNDERSTAND AND ACCEPT THE STANDARD
'Conditions of Hire' WHICH I HAVE RECEIVED READ AND UNDERSTOOD.**

Signature

Date

