

APPLICATION FOR LET

please complete & return with a £25 deposit
to: Hall Keeper, Victoria Hall Ellon, Station Road, Ellon, AB41 9AY
(cash or cheque payable to 'The Victoria Hall Trust' or BACS 80-06-71, Account No 00144708)
(Note: Deposits are non-refundable)

Hire purpose:		Name of Hirer: (including organisation if applicable)			
Contact Address:		Tel No: e mail address:			
Event Date:		Event Start Time: (NOT including set up time)		Hall Access Time:	
Event End Time: (NOT including tidy and cleaning time)		Hall Exit Time: (Assumes Hall is tidied/cleaned and returned to pre-hire state)			
Approximate Number of Attendees:		Will it be a Ticketed event? (Please Circle)		YES	NO
Will the Function Involve Sale OR Consumption of Alcohol? (Please Circle)				YES	NO
<i>NOTE: If alcohol is to be sold or be a condition of ticket sale (e.g. 'drinks on arrival') an 'Occasional Licence' must be obtained from Aberdeenshire Council. It is essential to allow 6 - 8 weeks for the Licence application to be processed.</i>					
EVENT REQUIREMENTS					
Tables & Chairs: (approx. No.)		YES	NO	Cleaning Services: (Post event - £100 walkaway fee.)	
Kitchen – Light Use: (Teas, coffees – use of urn & fridge.)		YES	NO	Crockery & Cutlery Hire: (Hall Keepers can provide more details.)	
Kitchen – Heavy Use: (Cooker, fridge, hot cabinet, chiller cabinet, dish washer.)		YES	NO	Table Cloth Hire: (£8.50 for doubles & singles, £2.50 for small squares.)	
Note: <i>The Victoria Hall Trust Management Committee reserves the right to decline any request for Hire it deems not appropriated for whatever reason</i>					
I, THE UNDERSIGNED, CONFIRM THAT I UNDERSTAND AND ACCEPT THE STANDARD 'Conditions of Hire' WHICH I HAVE RECEIVED READ AND UNDERSTOOD.					
Signature:			Date:		

