

Details of Hire

Special Daytime Party Events

Rate:

The normal Hall hire charge is £25 plus kitchen charges however for daytime birthday parties, we offer a special rate of **£65** which covers the nominal time periods:

- 30 min set up
- 2 hr party time
- 30 mins tidy and exit.

The rate also includes use of:

- Kitchen space including the urn, microwave and chiller cabinet for preparing party food and hot drinks*.
- Sound system for playing music
- Disco light (on request)
- Chairs and tables

*Note that full kitchen use (i.e. to include the cooker hob/oven and the warming cupboard for hot food) will incur an additional charge of £20.

Please note that hirers are to provide their own cooking trays and utensils that may be required.

Additional hours:

If you require additional time for any reason, this will be charged at £25 per hour (Standard rate Pro-Rata)

Bouncy castles and soft play:

The Hall has a generous space being; 20m x 10.5m floor size and 6.8 m ceiling height. A floor plan can be seen on page 3.

(Note that our refurbished floor is not suitable for ride on vehicles/metal toys).



General Hall 'do's' and 'don'ts' to make you aware of:

- The hall must never be left unattended. The duty hall keeper's contact details will be provided so you can ring and ask to lock up should there be a need to vacate early.
- The hall must tidied and returned to its pre-hire state by the time you are ready to exit (tables cleaned and returned to storage, any additional seating returned to storage, main hall clear of party debris, kitchen tidied and Hall clear of all party items).
- All event materials and rubbish to be collected, bagged and taken away with you at event end (please bring plenty black bags with you!).
- Please refrain from using pins and 'Sellotape' on the walls (for party banners and the like). 'Blu-Tac' is fine though.
- Helium Balloons: If you plan to use helium balloons please do your utmost to ensure these do not escape their weights and head for the hall roof space. Once they are up there, we are unable to set the security alarms and they can upset the viewing experience for Ellon Cinema audiences.

How to book:

If all of the above is suitable, please complete and return the attached booking form alongside a £25 deposit (non-refundable) to secure your booking. The payment details are at the top of the 'Application for Let' form.

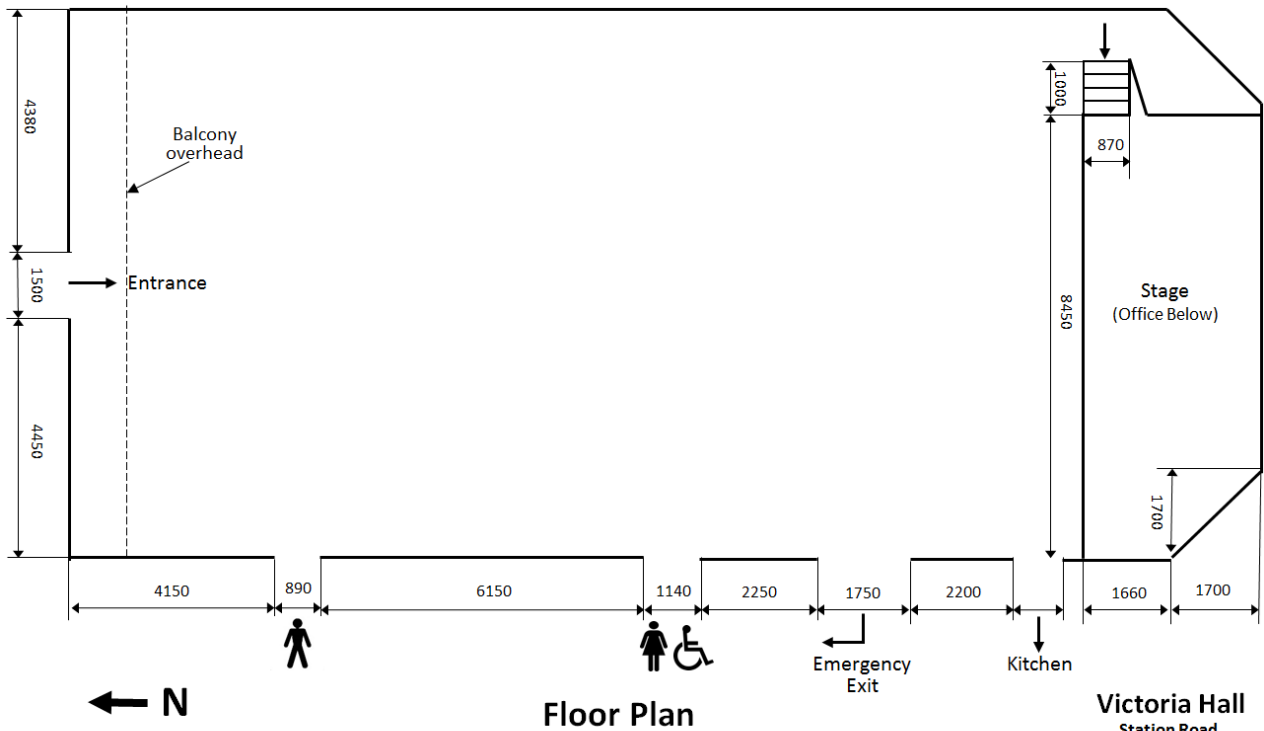
On the day, we ask that you bring with you the remaining balance.

If you have any further questions, please do not hesitate to get back in touch with our Hall Keepers via: enquiries@victoriahallellon.co.uk.

A floor plan and a picture of the Hall can be found on the following page

The Victoria Hall Trust Management Committee
Volunteers for the Community
Web Site: www.victoriahallellon.co.uk
Registered Charity No SC 023733





Victoria Hall
Station Road,
Ellon AB41 9AY
Feb 2020



View from entrance doorway





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