

## APPLICATION FOR LET

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

**Hire Purpose:** (e.g. 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:**

**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**  
(Hallkeepers 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

