

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)

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|---|--|--|--------------|---|----|
| 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 and 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: | | |

