

Hallkeeper Use Only:

Hiring Rate:

Deposit Received:

Receipt Sent:



Station Road,  
ELLON, AB41 9AY  
01358 724545  
vhallellon@gmail.com

## APPLICATION FOR LET

please complete & return with a £25 deposit  
BACS (preferred): 80-06-71, Account No 00144708  
Cash/cheques to: The Victoria Hall Trust, Victoria Hall Ellon, Station Road, Ellon, AB41 9AY  
(Note: Deposits are non-refundable)

<b>Event:</b>	<b>Name of Hirer:</b> (including organisation if applicable)		
<b>Contact Address:</b>	<b>Mobile No:</b> <b>E-mail address:</b>		
<b>Event Date:</b>	<b>Event Start and End Times:</b> (NOT including setup/cleanup)		
<b>Hall Access Time:</b> (Includes setup)	<b>Hall Exit Time:</b> (Includes cleanup)		
<b>Approximate Number of Attendees:</b>	<b>Will it be a Ticketed event?</b> (Please Circle)	YES	NO
<b>Will the Function Involve Sale OR Consumption of Alcohol?</b> (Please Circle)		YES	NO
<p><b>NOTE:</b> 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.</p>			
<b>Kitchen – Light Use:</b> £10 (included w/ party package)	Includes use of the kitchen to plate up ready-to-serve food, hot water urn for teas and coffees, and space in the reffridgerator. Supplies to bring: cups, coffee/tea, milk, sugar, spoons, tea towels, bin liners, fairy liquid, jugs for juice etc.	YES	NO
<b>Kitchen – Heavy Use:</b> £30 (£20 to add to a party package)	Includes use of kitchen and appliances: oven, stovetop, microwave, plate warmer, fridge, freezer, glass washer. Supplies to bring: cups, coffee/tea, milk, sugar, spoons, tea towels, bin liners, fairy liquid, jugs for juice, plates, cutlery.	YES	NO
<b>Crockery &amp; Cutlery Hire:</b>	Available for hire: dinner & side plates, soup/pudding bowls, cups and saucers, sugar bowls, milk jugs, cutlery, wine glasses, champagne glasses, pint glasses, hot drink flasks, tablecloths, and more. Ask a hallkeeper for details.	YES	NO
<p><b>Note:</b> All event rubbish is to be collected, bagged and taken away at the end of your event. Please have a plan for this and bring plenty of black bags and plan to fit these in your car. Note the skip in the carpark belongs to the legion.</p>			
<p>Note: The Victoria Hall Trust Management Committee reserves the right to decline any request for Hire it deems not appropriated for whatever reason</p> <p><b>I, THE UNDERSIGNED, CONFIRM THAT I UNDERSTAND AND ACCEPT THE STANDARD 'Conditions of Hire' WHICH I HAVE RECEIVED READ AND UNDERSTOOD.</b></p>			
<b>Signature:</b>			



www.victoriahallellon.co.uk  
Registered Charity No SC 023733

