**Aberlady Community Association**

Scottish Charity No. SC0008764

**Application for use of Village Hall**

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| **Details of applicant****Name of applicant…………………………………………………………………………………………………………….****Name of organisation/club……………………………………………………………………………………………….****Address……………………………………………………………………………………………………………………………****Postcode………………………….. Email……………………………………………………………………………………****Phone…………………………………………..** |
| **Details of event** **TYPE OF EVENT……………………………………………………….. Cost ……………………..****Outside Companies to be used: ………………………………………………………………..****Will a Licensed Bar\* be in use? Y/N If you have a bar, you or your bar provider must obtain  a License from East Lothian Council****Logs for the fire Y/N If you use logs, an additional fee of £10 is payable** |
| **Date and time required****Day of week Date Start time End time (curfew of midnight)****…………………………….. ……………………… ……………………… ………………………….****If additional time is required for setting up the event, this must be booked to ensure that the hall is available (cost £18 per hour, reductions for community events).** |

I wish to apply for the above accommodation and enclose payment in full £\_\_\_\_:\_\_\_\_ Y/N

I enclose a £100 Bond cheque (please use a separate cheque) for a **private adult function/party** Y/N

I declare that I am over 18 years of age. Y/N

Signed ……………………………………………………………….. Date…………………………………

Please make cheques payable to **Aberlady Community Association** or pay by ban transfer to: **Aberlady Community Association, account number 0010 2216, sort code 80 08 22**

Please submit your completed form with cheque (and if required, a separate Bond cheque for £100) to:
Fraser and Sam Robertson, 13 Ballencrieff Steading, EH32 0QH.

Please email ahbookings@hotmail.com to ensure the hall is free before submitting form and payment.

IN THE EVENT OF CANCELLATION less than 2 weeks before event a £30 non-refundable fee will be levied. Due to damage and rowdiness caused previously at some private parties, these events incur a **£100 BOND,** refundable following a trouble-free event and satisfactory hall inspection. If additional charges are levied these will be taken from the bond. Please ensure that you are fully aware of all the **Conditions for Hire** relating to the Hall (see www.aberlady.org/hall)