

Aberlady Community Association

Scottish Charity No. SC0008764

Application for use of Village Hall

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 Yes an additional fee of £25 is payable

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 yes 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 the hall is available (cost £12 per hour).

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.....

All cheques should be made payable to **Aberlady Community Association**

Or Bank Details: Aberlady Community Association Account 00102216 Sort Code 800822

Please submit your completed form with a cheque (and if required a separate Bond cheque £100) to:-

Mrs Hilary Wilkie, Bayview, Main Street, Aberlady, East Lothian EH32 0RF. (Please email Hilary to ensure the hall is free before submitting form and payment. Email: hilly@wilkies.co.uk)

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 & 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)