

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 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)
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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:
Mrs Emma Bouglet, 1 Ballencrieff Steading, Longniddry, East Lothian 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)