Booking Procedure
Countesthorpe Village Hall
Station Road, Countesthorpe, LE8 5TB

Regular hirings
Please contact the Countesthorpe Parish Council office on 0116 277 9518 or by emailing manager@countesthorpeparishcouncil.co.uk for availability.

Regular hirings can be booked Monday to Thursday, 8am to 11.30pm, and Fridays, 8am to 1pm.

There is an hourly charge for regular hirings. Hire fees include the use of the kitchen. Please see the hire agreement for pricing information.

Hirers are required to complete a hire agreement and, if appropriate, provide a copy of their public liability insurance if the event is open to members of the public.

Sessions are invoiced a month in advance and payment is required prior to the session taking place.

Sessions will only be refunded where 7 days' notice of cancellation is provided.

The premises is opened up by a Caretaker and locked again at the end of the booking period and so it is important to let the Parish Council office know of any changes/cancellations as soon as possible.

Regular hirers may book non-regular events at weekends, subject to availability, and payment is required in advance for a series of bookings or a deposit is required prior to the first event which will be returned to you after the last event.

Room hirings for private functions
Please contact the Countesthorpe Parish Council office on 0116 277 9518 or by emailing manager@countesthorpeparishcouncil.co.uk for availability.

We can provisionally hold a room booking for 5 days so that you are able to check availability of caterers, DJs etc. If, after 5 days, we have not received a hire agreement and deposit payment, we will remove the booking from the bookings diary and it will be made available to other hirers.

Please indicate the nature of the event and specify whether it is a daytime or evening function and times, where applicable. Please note that you will need to include an allowance for setting up and clearing away within the time booked.

Functions on Friday and Saturday evenings must include the use of the bar. The bar is well stocked and manned by a Bar Supervisor and staff who are present throughout the event.

Please note that it is not possible to bring your own alcohol onto the premises.

Functions at weekends up until 5pm are not required to have the bar, however, it is possible to book it if required.

There is an hourly charge for Friday afternoons, Saturdays up until 5pm and all day Sunday (minimum 3 hours). There is a block booking fee for Friday and Saturday evenings for the hours of 6pm until midnight. Subject to availability, it is possible to book additional hours leading up to 6pm. It may also be possible to book additional hours the following morning to allow for clearing away.

Once availability has been confirmed, if you wish to make a booking, please submit a completed hire agreement and relevant deposit payment. In the event of a cancellation the deposit is non-refundable.

Payments can be made via the following methods:-
. Credit/Debit Card: At the Parish Council office during opening hours
. Cash: At the Parish Council office during opening hours
. Cheque: Made payable to Countesthorpe Parish Council
. Bank transfer: Lloyds Bank Plc, Sort code: 30-15-97, Account No: 01674343
(Please ensure you include your name and invoice number or date of event on your payment)

Around six weeks before your event we will issue an invoice for the remaining balance of the hire fee and refundable bond. Payment is required prior to your event taking place. The week after your event the bond is returned to you, subject to the conditions of hire being met. We can make payment by cheque or directly into your bank account if you have provided the Parish Council with your account details.

If your event includes the use of the bar, prior to your event we will contact you for confirmation of the number of adults attending so that the bar can be staffed and stocked accordingly. We will also need confirmation of any special requirements such as whether you require access to the crockery, cutlery, or music system.

On the day of your function the village hall will be opened up and you will be shown around the building. If your event includes the hire of the bar then the Bar Supervisor will be present throughout your event.

We do not have any restrictions, should you wish to decorate the room, however we ask that you leave the room in the condition that you found it.

If you would like to view the village hall and its facilities, this can be done during the Parish Council office opening hours, Monday to Thursday, 8am until 3pm, and Fridays, 8am until 12pm. If the hall is in use, you may not be able to gain full access and so it is recommended that you contact us in advance to arrange an appointment.

Wedding functions

For wedding functions, it is possible to book out the village hall for the whole day on Saturday (8am until midnight). In the event of a cancellation the deposit is non-refundable. Please see the hire agreement for pricing information.

Prior to your event we would require confirmation of your required opening time and times that you would require the building to be secured whilst you are away for your ceremony, as well as arrival times for caterers and DJs etc.

We will contact you prior to your function for confirmation of any special requirements.

Subject to availability, it may be possible to book additional hours on the Sunday morning for clearing away. Unfortunately, we cannot guarantee the Friday evening for setting up as this is available for private functions. Should, two weeks ahead of your booking, there not be another function booked, it may be possible to book the hall for setting up.

Details of the facilities available and a sample layout are downloadable from the village hall page on the Parish Council's website at www.countesthorpeparishcouncil.co.uk. Please note the terms and conditions of use on the hire agreement, which can also be downloaded from the Parish Council's website.

Decoration of the room

Hirers can decorate the main hall how they please, however we ask that they leave the room in the condition in which it is found.