

**BOOKINGS PROCEDURE**  
**COUNTESTHORPE VILLAGE HALL**  
**Station Road, Countesthorpe LE8 5TB**

**REGULAR HIRINGS**

Please contact Countesthorpe Parish Council Office on 0116 2779518 or email [manager@countesthorpeparishcouncil.co.uk](mailto:manager@countesthorpeparishcouncil.co.uk) for availability.

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

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

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

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 are opened up for hirers by a Caretaker and locked again at the end of your event 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 ETC**

Please contact Countesthorpe Parish Council Office on 0116 2779518 or email [manager@countesthorpeparishcouncil.co.uk](mailto:manager@countesthorpeparishcouncil.co.uk) for availability. We can provisionally hold a room booking for you 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 form and deposit from you, we will remove the booking from the bookings diary and it will be available for other hirers.

Please indicate the nature of your function and specify if a daytime or evening function and times where relevant. Please note that you will need to take into account setting up and clearing away in your booking times.

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

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

Functions on weekends up to 6pm are not required to have the bar, however it is possible to book the bar if required.

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

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

Payments can be made by the following methods:-

Credit/Debit Card: At the Parish Council office during opening hours

Cash: At the Parish Council office during opening hours

Cheques 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 invoice for the 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 bank 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 your event so that the bar can be staffed and stocked accordingly. We will also need clarification of any special requirements such as whether you require access to the crockery, cutlery, or music system etc.

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

Should you wish to decorate the room, we do not have any restrictions, 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 to 3pm and Fridays 8am to 12noon. If the hall is in use, you may not be able to gain full access, so it is recommended that you contact us in advance to arrange an appointment.

At the time of enquiring for availability, we can provisionally hold a booking for you for 10 days.

### **WEDDING FUNCTIONS**

For wedding functions, it is possible to book out the village hall for the whole day Saturday – from 8am to midnight. In the event of a cancellation the deposit is non-refundable. Please see the hire agreement form for prices.

Prior to your event we would require confirmation of your required opening time and times that you would require the building secured whilst you are away for your ceremony, arrival times for caterers and discos 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 for setting up as this is available for private functions. Should, two weeks ahead of your booking date there not be another function in the hall, it may be possible to book the hall for setting up.

Details of the facilities available and sample layout are downloadable from the village hall page on the Parish Council's website at [www.countesthorpeparishcouncil.co.uk](http://www.countesthorpeparishcouncil.co.uk). Please note the terms and conditions of use on the hire agreement form, 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 of how it is found.