

LITTLETHORPE VILLAGE HALL
BIDDLE ROAD, LITTLETHORPE, LEICS. LE19 2HE

HIRE FACILITIES

Littlethorpe Village Hall is situated in the heart of the village and has the following facilities available for hire:

- HALL with tables and chairs for approx. 50 and use of kitchen with gas cooker, fridge, hot water heater and microwave. Crockery is provided.
- Although the building is all on one level, access may be difficult for wheelchair users due to the design of the entrance porch and internal doorways. There are no disabled toilet facilities.
- There is a small car park at the rear of the building and on street parking at the front of the building.

MAKING YOUR BOOKING

- Call in or ring the Parish Office between 9.00 am and 1.00 pm, Monday to Friday, to check availability
- A provisional booking can be held for up to 7 days, after which time the booking must be confirmed by completing the hire form and paying in full. **Please note: if you do not confirm your booking within 7 days we may let to someone else without reference to you.** Payment is by cash or cheque, payable to Narborough Parish Council
- Having checked availability, if you are unable to call in to the office to complete your booking, a hire form can be downloaded from the website at www.narboroughparishcouncil.gov.uk and returned by post with your cheque. Confirmation will then be sent to you.

BOOKING CATEGORY

There are three categories of bookings at the Village Hall:

- **Social Use** includes parties and social events to which access is limited to invitation holders only. Security Deposits apply to evening events. Please note additional conditions apply for events where attendees are predominantly aged 13 – 21, including a signed agreement of responsibility (by 2 adults who will be in attendance for the duration of the event) to be completed and returned a minimum of **21 days prior to the event.**
- **Commercial Use** includes classes, commercial sales, meetings and private events to which access is limited to direct participants.
- **Community Use** includes events that are not for personal or commercial gain or are for the benefit of the community as a whole or are for the benefit of a bona fide non-profit organisation or charity.

Hire charges are detailed separately.