

THE LOPPING ENDOWMENT CORPORATE TRUSTEE LIMITED

Regulations and Conditions of Letting

December 2024

Please note:

If you are hiring the Hall for a **theatre production** and have prior agreement from the Hall Manager, please refer to the Lopping Hall website <https://www.loppinghall.org.uk> and go to Room bookings > Booking documents > Essential information for hirers > Production pack and found at this link:

https://www.loppinghall.org.uk/files/ugd/6a6b86_01aabef990694e3da2633a5a1d1c31cb.pdf

1. All communications regarding the hire of the Hall must be addressed to the The Hall Manager, Lopping Hall, Loughton, IG10 4LF Loppinghallmanager@gmail.com

Applications will not be accepted from any person or organisation which in the opinion of the Hall Manager or Directors is likely to give rise to a breach of the peace or any public disorder, or which may bring discredit on the Lopping Endowment. The Directors also reserve the right to refuse applications without assigning a reason.

2. A refundable damage deposit of £100 will be taken at the time of the booking. This will be used in case of damage to the hall and will be returned if the Hall Manager is satisfied with the condition of the room at the end of the hiring. Regular hirers will not be subject to this charge.
3. The hire charge is payable in full at the time of the booking.
4. Regular hirers will be invoiced a month in advance.
5. There will be no admission unless the hire fee has been paid in full.
6. Bookings will be confirmed when payment has been received. Bookings will be considered unconfirmed or provisional until payment is received.
7. Cancellations and refunds. Confirmed bookings may be cancelled at any time by the user. The following refunds will be applied.
 - Up to 4 weeks prior, full refund
 - 1 week to 4 weeks prior, 50% refund
 - Less than 1 week prior, NO REFUND or at the Hall Manager's discretion.
8. The person in whose name the hall is booked will be held responsible for any damage.
9. The Directors have Public Liability Insurance for the Lopping Hall premises and facilities; this does not extend to cover hirer's events. The Directors require that the hirer of the Lopping Hall facilities has appropriate insurance in place to cover their use of the Hall and facilities. The Hall Manager will require evidence of the policy.
10. Compliance with The Children Act 1989 - The hirer shall ensure that any activities for children comply with the provisions of The Children Act of 1989 or any subsequent superseding

legislation, and that only fit and proper persons who have passed the appropriate Disclosure and Barring Service (DBS) check have access to the children (checks may also apply where vulnerable adults are taking part in activities). The hirer shall provide a copy of his/her Child Protection Policy on request. This condition will be applied at the discretion of the Hall Manager and will not generally be applied to children's parties.

11. Special lettings. Applications and cost for consecutive bookings or special meetings will be considered by the Hall Manager and Directors.
12. Loss of Property. The Directors cannot in any circumstances accept responsibility or liability in respect of any damage to or loss of property, articles or anything placed or left upon the premises by the hirer for his use or purpose; or placed or left by any person attending any meeting, concert, performance or other function.
13. Seating. Hirers shall strictly obey and observe all rules and regulations of the Directors and Epping Forest District Council as to arrangement of seats and gangways, and as to fire precautions.
14. The Bar is not available for the sale of alcohol unless the proper application has been made to and approved by the Directors on the form available for that purpose at least 14 days prior to the event. The kitchen is not available for the sale of food and drink unless the proper application form has been submitted.
15. All lights, drapes and other hanging items must comply with the maximum weight notices.
16. All lights hung above stage and the auditorium must have safety bonds fitted, which have a valid safety certificate.
17. All electrical equipment must be PAT tested or inspected by the Hall Manager.
18. Whole week bookings should vacate the Main Hall before 2pm on Sunday.

Fire precautions regulations

19. Inflammable Material. Highly inflammable material should not be used unless it has been made fire-resistant and maintained in that condition, including flats, curtains, sets and scenery, in accordance with BS5867 Part 2.
20. Fire exits and doors on fire escape routes must be kept closed, when not in use.
21. Fire escape routes should not have any materials stored to prevent obstruction and fire risk.
22. The user shall not allow any naked flame in the building unless by special permission. This includes candles, cigarette lighters, matches and portable gas appliances.
23. Portable electric fan heaters are not to be used unless by special permission.
24. Users may only use pyrotechnics if they have permission in writing from the Hall Manager. The use of Pyrotechnics will be in accordance with "Technical Standards for Places of Entertainment 2013". No pyrotechnics are to be stored in the building.
25. No flammable liquids or gases are to be stored in the building.

26. All packaged foodstuffs to be kept in cupboards. All food and drink must be removed at the end of the hire period.
27. No polyurethane foam furniture to be used. Rubber or foam exercise mats must be left in a cupboard by permission.