

# THE LOPPING ENDOWMENT

Registered Charity No. 228236 Dated 16<sup>th</sup> August 1881

LOPPING HALL, 187-191 HIGH ROAD, LOUGHTON, ESSEX IG10 4LF

Tel: 020 8508 1660

[www.loppinghall.org.uk](http://www.loppinghall.org.uk)

## Application for use of Large and Small Halls, Willingale Room and Bar Area.

- Please telephone your requirements to check availability before completing this form (020-8508 1660 - leave a message on the answer-phone, and your call will be returned as soon as possible) or send an email to [loppinghallbookings@gmail.com](mailto:loppinghallbookings@gmail.com).
- Please complete all parts of this form in block capitals and send it with your cheque to Lopping Hall at the above address, for the attention of "The Secretary"
- You can also apply to book rooms online at [www.loppinghall.org.uk](http://www.loppinghall.org.uk)

### Name and address of applicant

Title ..... First Name ..... Surname .....  
Address .....  
..... Postcode .....  
Tel (day) ..... (evening) ..... (mobile) .....  
E-mail address .....

### Accommodation required (tick box/es)

Large hall	<input type="checkbox"/>
Small hall	<input type="checkbox"/>
Willingale Room	<input type="checkbox"/>
Kitchen/ Bar Area	<input type="checkbox"/>

Date when required .....

Period of hire (time) from ..... to .....

### Purpose for which accommodation is required:

.....  
.....  
.....

Deposit enclosed 25% of hiring fee made payable to *The Lopping Endowment* £ .....

(Note: If booking within 4 weeks of date of hire, the full amount is due)

In the event of my application being granted, I hereby agree to abide by and conform to the Regulations and conditions of booking, which I have read (found attached and on the Lopping Hall website).

Signature .....

Name ..... Date .....