

# *Lopping Hall Production Pack*



## **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)**

7 September 2020

This document is provided to assist groups and societies stage successful productions at Lopping Hall.

The checklist should be carefully read together with all information in the document, and if you need any further clarification, please contact the Secretary:

[loppinghallloughton@gmail.com](mailto:loppinghallloughton@gmail.com)

020 8508 1660

## 1. Contents

<a href="#">1.</a>	<a href="#">Contents</a> .....	2
<a href="#">2.</a>	<a href="#">CHECKLIST</a> .....	3
	<a href="#">DO'S AND DON'TS</a> .....	4
<a href="#">3.</a>	<a href="#">Regulations and Conditions of Letting</a> .....	5
<a href="#">4.</a>	<a href="#">Seating Plan</a> .....	7
<a href="#">5.</a>	<a href="#">Application for use of Large and Small Halls, Willingale Room and Bar Area.</a> .....	8
<a href="#">6.</a>	<a href="#">Application to sell alcohol in the bar at Lopping Hall</a> .....	9
	<a href="#">TERMS AND CONDITIONS GOVERNING THE SALE OF ALCOHOL ON THE PREMISES</a> ...	10
<a href="#">7.</a>	<a href="#">Application to use the kitchen</a> .....	11
<a href="#">8.</a>	<a href="#">Kitchen Use</a> .....	12
	<a href="#">How to use the dishwasher:</a> .....	12
<a href="#">9.</a>	<a href="#">FRONT OF HOUSE – HEAD COUNT</a> .....	13
<a href="#">10.</a>	<a href="#">Emergency lighting</a> .....	14
<a href="#">11.</a>	<a href="#">Fire evacuation procedure</a> .....	15
	<a href="#">Fire evacuation plan during a performance</a> .....	15
	<a href="#">Fire evacuation for disabled/wheelchair users</a> .....	15
<a href="#">12.</a>	<a href="#">What to do if the fire alarm goes off</a> .....	16
<a href="#">13.</a>	<a href="#">Placement of fire-fighting equipment</a> .....	17

## 2. CHECKLIST

Terms and conditions of booking (section3) read, and Booking form (section 6) completed and sent with deposit	
Balance paid by 4 weeks before date of first booking	
Stage plan and seating submitted to Lopping Hall for checking (suggested seating plan – section 4)	
Bar and kitchen application forms completed and counter-signed, if required (section 5 & 6). Kitchen staff made aware of facilities in kitchen (section 7).	
Production manager’s contact details supplied to Lopping Hall, along with details of sound and lighting providers	
Front of house manager issued with instructions on head-count (section8), emergency lighting (section9), and evacuation procedure (section 11), and details on fire alarm (section 12).	
Stage manager issued with evacuation procedure (section 11), and knows where the fire-exits and fire-extinguishers are situated (section 13).	

Your use of the hall is limited to the times on your booking form. Do not enter the hall outside of these times. If you need to bring things to the hall early, we must be informed in advance.

## ***DO'S AND DON'TS***

### **BEFORE YOUR PRODUCTION**

- Agree and sign the Let-in Agreement with the Hall Manager
- Hall management cannot guarantee set-building time for productions, unless the time is booked and paid for.
- If you are doing any set-building or painting, the druggets must be put out to cover the hall floor.
- If painting on stage, use dust-sheets.
- Report any paint spills to hall management.
- The syche wall at the back of the stage can be painted. Ensure that dust sheets are put out. **THE WALL MUST BE PAINTED BACK TO BLACK AFTER THE PRODUCTION.**
- **THE STAGE FLOOR IS NOT TO BE PAINTED**
- If you need to bring anything into the hall before the times of your booking (as per your booking form and invoice) hall management must be informed in advance.

### **AFTER YOUR PRODUCTION**

- It is your responsibility to set up the chairs for your production and put them away afterwards, using the plan in the chair-store.
- All rubbish from the halls, dressing rooms and bar should be put into black rubbish sacks and left in the waste bin at the rear of the building. No sacks containing food or food waste should be left on the ground to prevent rat infestation.
- The dressing-rooms, the Willingale Room and backstage areas should be left clear of all items (eg costumes, props, paint etc.). Sweep the floors and dust the surfaces. Anything left behind will be disposed of.
- If any tables and chairs have been moved into the Willingale Room from the large hall, these should be returned.
- Remove any banners and publicity material from the internal and external walls of the building.
- Remove all props and sets from the building, or store in designated storage areas. Items can only be stored in designated storage areas by agreement with the Hall Management.
- Agree and sign the Get-out Agreement with the Hall Manager.

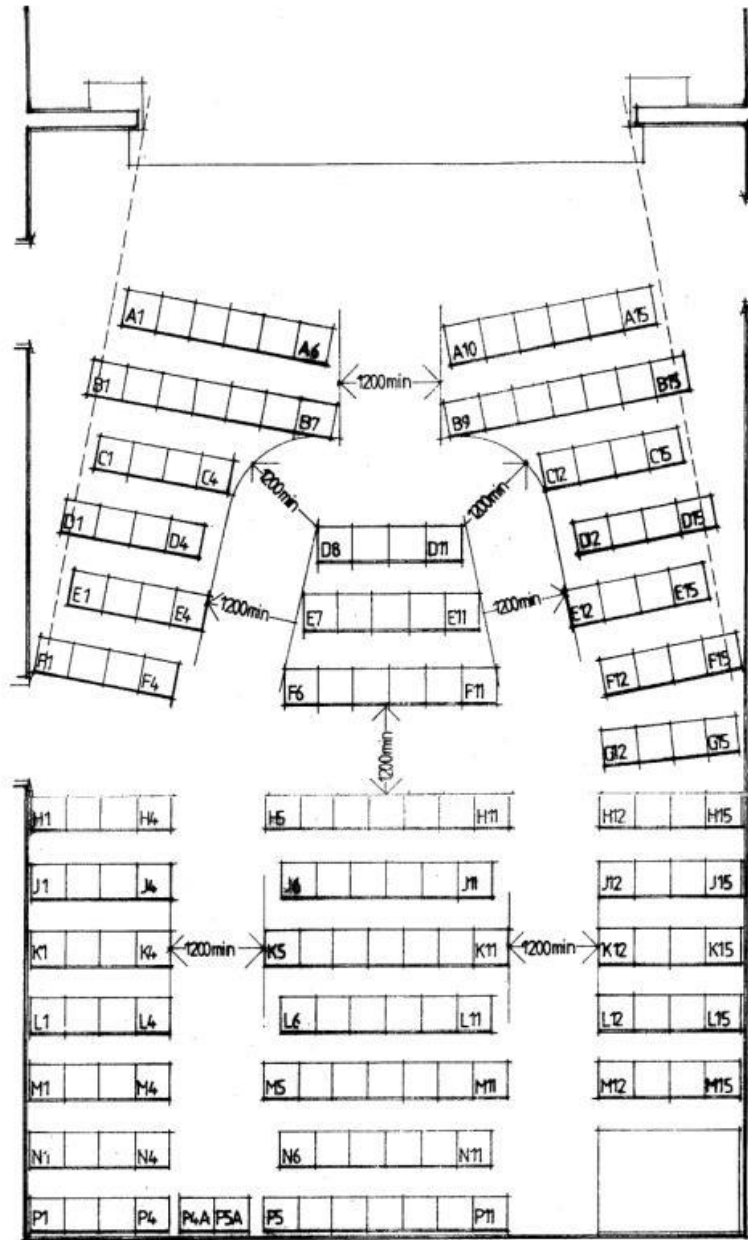
### 3. Regulations and Conditions of Letting

1. All communications with regard to the hire of the Hall must be addressed to the Secretary, Lopping Hall, Loughton, IG10 4LF. Applications will not be accepted from any person or organisation which in the opinion of the Trustees 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 Trustees also reserve the right to refuse applications without assigning a reason.
2. A non-refundable deposit of 25% of the hiring fee is payable at the time of booking and the balance is due 4 weeks before the date of the first booking.
3. The person in whose name the hall is booked will be held responsible for any damage.
4. The Trustees have Public Liability Insurance for the Lopping Hall premises and facilities; this does not extend to cover hirer's events. The Trustees strongly recommend that any hirer of the Lopping Hall facilities ensures they have appropriate insurance in place to cover their use of the Hall and facilities.
5. 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 Criminal Records Bureau 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.
6. Special lettings. Applications and cost for consecutive bookings or special meetings will be considered by the Trustees.
7. Loss of Property. The Trustees 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.
8. Seating. Hirers shall strictly obey and observe all rules and regulations of the Trustees and Epping Forest District Council as to arrangement of seats and gangways, and as to fire precautions.
9. The Bar is not available for the sale of alcohol unless the proper application has been made to and approved by the Trustees 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.
10. All lights, drapes and other hanging items must be comply with the maximum weight notices.
11. Under no circumstances should any untested and unauthorized hanging and lifting devices be placed above the stage without the approval of the hall management.
12. All lights hung above stage and the auditorium must have safety bonds fitted, which have a valid safety certificate.
13. All electrical equipment must be PAT tested or inspected by the Hall Manager.
14. Whole week bookings should vacate the Main Hall before 2pm on Sunday.

***Fire precautions regulations***

15. 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.
16. Fire exits and doors on fire escape routes must be kept closed, when not in use.
17. Fire escape routes should not have any materials stored to prevent obstruction and fire risk.
18. 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.
19. Portable electric fan heaters are not to be used unless by special permission.
20. 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.
21. No flammable liquids or gases are to be stored in the building.
22. All packaged foodstuffs to be kept in cupboards. All food and drink must be removed at the end of the hire period.
23. No polyurethane foam furniture to be used. Rubber or foam exercise mats must be left in a cupboard by permission.

### 4. Seating Plan



Total no seats: 177

LADS Lopping Hall Seating Plan  
Without extensions

Play.....

Performance.....

## 5. 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"

### 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**

.....

## 6. Application to sell alcohol in the bar at Lopping Hall

Full name

.....

Date of birth

.....

Current address

.....

.....

Post code

.....

Telephone number (day)

.....

Telephone number (evening)

.....

Mobile

.....

Date of event(s) at Lopping Hall

.....

Please describe the nature of the event below

.....

.....

.....

Please state the times during the event period that you propose to sell alcohol

.....

.....

Please state the maximum amount of people at any one time that you intend to allow to be present on the premises during the times alcohol will be sold

.....

### **Declaration:**

I have read and understood the terms and conditions accompanying this application and agree to abide by them.

Signature

.....

Print name ..... Date

.....

### **Authorisation:**

I hereby authorize the above named person to sell alcohol on the dates and at the event stated above. Please note that this authorization is given to the individual above and not, for example, to an organization or club or business. The individual above is the proposed "premises user" and is

therefore responsible for ensuring the legal sale of alcohol on the dates and at the event stated above.

Signature ..... Print name

.....

Capacity ..... Date

.....

***TERMS AND CONDITIONS GOVERNING THE SALE OF ALCOHOL ON THE PREMISES***

Please note that the following are offences under the Licensing Act 2003, and the applicant will be fully liable for any breaches during the booked period:

- The sale or supply of alcohol to children under 18 years of age (maximum fine on conviction is a fine up to level 5 on the standard scale, currently £5,000);
- Allowing the sale of alcohol to children under 18 (maximum fine on conviction is a fine up to level 5 on the standard scale, currently £5,000);
- Knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (maximum fine on conviction is a fine up to level 5 on the standard scale, currently £5,000);
- Allowing disorderly behaviour on the premises (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000);
- The sale of alcohol to a person who is drunk (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000);
- Obtaining alcohol for a person who is drunk (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000);
- Knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorized for this purpose by the premises user (maximum fine on conviction is a fine up to level 1 on the standard scale, currently £200); and
- Knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000);

Alcohol sold in Lopping Hall should be for consumption on the premises only. The applicant is required to ensure that no person leaves the premises with alcohol supplied there.

In signing the above application, the applicant specifically exempts the Trustees of the Lopping Endowment from any responsibility whatsoever arising out of the sale of alcohol during the period of the application.

## 7. Application to use the kitchen

**Under no circumstances should the gas appliances (ie: the hob or ovens) be used without the written permission of the Trustees.**

Crockery and cutlery are not provided.

Available for use:

- Electric kettle
- Small urn
- Small microwave oven
- Dishwasher
- Fridge/Freezers

The Trustees assume no responsibility or liability for any injury, loss or damage incurred as a result of mis-use of equipment by users of Lopping Hall.

The person or persons responsible for using the kitchen should fill out the following form, and return it to the Secretary for confirmation

Name

.....

Address

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

Telephone number

.....

Email address

.....

Dates for use of kitchen

.....

Time of arrival and departure

.....

(No persons should use the kitchen equipment outside of the periods above)

Summary of food and drink to be provided

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

“I take full responsibility for all foodstuffs and drinks supplied from the kitchen at Lopping Hall on the dates and during the times above”

Signed

.....

Date

.....

## 8. Kitchen Use

There is a small urn, a kettle, a coffee jug and a large tea-pot supplied. There are grey mugs in the cupboard for use for tea and coffee.

- Please ensure that all rubbish is deposited in rubbish bags and that any mugs used are washed up and returned to the cupboard.
- The fridges and freezers should be emptied and left switched off with the door ajar.
- All food should be removed
- All drinks should be removed, unless by agreement with the Hall Management.

### *How to use the dishwasher:*

1. Plug in the dishwasher (plug is marked DW by the microwave).
2. Open the door and put the grey plug in the plug hole (the plug is inside the dishwasher).
3. Put half a cupful of dishwasher liquid and a splash of rinse aid in the dishwasher and close the door.
4. Turn the dishwasher on (top button) and you will hear the water filling. Once it is filled, it will start to heat up.
5. Load the tray and place into the dishwasher. Press and hold the second button down, once you hear the cleaning start, let go of the button.
6. When the cycle finishes and the noise stops (about 10 minutes), unload and put in next load. You do not have to re-load the water and fluid between washes.

### *Safety Warning*

**Do not leave the Dishwasher unattended while it is being used**

## 9. FRONT OF HOUSE – HEAD COUNT

Production

.....

Company

.....

Front of House Manager

.....

Dates of production

.....

Date:

.....

Number of cast and crew members (backstage)

Number of front of house members

Audience number

**Total number of people in building**

## **10. Emergency lighting.**

In the event of a power cut or fault on the lighting circuit, the emergency lighting will switch on automatically. There is no need to switch on the emergency lights during a performance.

**DO NOT OPERATE THE EMERGENCY LIGHT SWITCH IN THE KITCHEN CUPBOARD. THIS IS PROVIDED FOR TESTING AND MAINTENANCE ONLY.**



## 11. Fire evacuation procedure

If the fire alarm sounds, the front of house manager, or the company manager or the hirer **MUST** evacuate the building. People should muster by the water fountain in the High Road, (opposite Browns and outside the chemist).

The hirer should then read on the fire alarm panel to ascertain where the problem is.

A head count should be done by the hire group to ensure that all of their members are safe and out of the building.

If there is smoke or fire in the building, the fire brigade should be called.

If the building is clear and there are no signs of fire. The person in charge should ring the secretary and await further instructions.

Once the building has been deemed safe to re-enter and the alarm has been re-set, the patrons may re-enter.

The lift should not be used due to possible electrical failure, unless it is part of a Personal Emergency Evacuation Plan.

### ***Fire evacuation plan during a performance***

If the fire alarm sounds during a performance, the front of house manager decides whether an evacuation is required and tries to ascertain the location of the problem.

If an evacuation is necessary, he goes backstage to the Stage Manager and informs him of the situation.

The stage manager goes on the cans to sound and lighting operator and informs them that the show is to be stopped. The lighting board operator puts the working lights and house lights on, for the stage manager to go on-stage and make the following announcement:

***“Ladies and gentlemen, due to circumstances beyond our control we have to ask you to leave the auditorium as quickly and quietly as possible using the fire exits as indicated.”*** This announcement will be relayed to backstage and the dressing rooms by the inter-com.

The Stage Manager and the Front of House manager should facilitate the evacuation and ensure that all patrons have left the building. Then leave the building, taking sign-in sheets with them. They should then carry out a roll-call of everyone on the signing-in sheets. Then await clearance to re-enter the building.

### ***Fire evacuation for disabled/wheelchair users***

**NB: During productions, only 2 wheelchairs are allowed in the hall, due to the evacuation refuge area only being large enough for 2 wheelchairs and 2 carers.**

The wheelchairs in the audience need to be located near to the exit door into the upstairs hallway. On evacuation, the disabled wheelchair user should be wheeled to the refuge area at the top of the stairs. Someone should stay with the wheelchair user at all times until the firemen or others evacuate the user. If the wheelchair user arrives at the production without an escort, then the production company should allocate someone to help and stay with the wheelchair user in the circumstances of an emergency.

## 12. What to do if the fire alarm goes off

Check the fire alarm panel in the front entrance hall and note the zone which has been tripped.

- If safe to do so, check the zone.
- **If there is a fire, proceed with the evacuation procedure.**
- If it is a false alarm, go back to the alarm panel and dis-arm the alarm as follows:
  1. Turn key to horizontal position (or enter code – 333 - and confirm on tick 5-button)
  2. Press silence buzzer/alarm
  3. Press re-set.
  4. Return key to vertical position (or enter code and confirm on tick 5-button)

## **13. Placement of fire-fighting equipment**

### BASEMENT

Boiler Room – wall mounted fire extinguisher

### GROUND FLOOR

Small hall – wall mounted fire extinguisher

### FIRST FLOOR

Landing – wall mounted fire extinguisher

Kitchen – wall mounted fire extinguisher, fire blanket

Large hall – wall mounted fire extinguisher at rear

Large Hall Fire Rear Escape exit – 2 wall mounted fire extinguishers outside door

Willingale Room – wall mounted fire extinguisher

Backstage – wall mounted fire extinguisher

Stage – wall mounted fire extinguishers stage-left and stage-right

Rear Foyer – 2 wall mounted fire extinguishers

### SECOND FLOOR

Dressing Rooms – 2 wall mounted fire extinguishers

ALL FIRE EXTINGUISHERS ARE CHECKED ANNUALLY