

Terms & Conditions for Langtons Hall Hire

Maximum people in Langtons Hall
80 people seated or 100 people standing

Please read these conditions carefully. At the time of booking you will be sent a copy of these terms and asked to sign and confirm agreement to them. Acceptance of your booking binds you to these conditions.

The charges for the hire of the rooms or hall within Langtons House are given in the enclosed schedule of charges. These charges apply now, but subject to the following terms you agree to pay the charge that applies on the day of the event and you promise to pay any extra charges that result.

Acceptance of Bookings

1. A £100 non-refundable deposit (of the total hire fee) must be paid at the time of booking (if more than 90 days before the hire date), for the booking to be confirmed. If booked less than 90 days before the hire date the full amount must be paid.
2. The balance is due in full 90 days before the event takes place.
3. A £250.00 damage deposit will be requested and held 2 weeks before your function and returned to you within 2 weeks of your hire dependant on adhering to the terms and conditions and the building and contents are left without damage and in a clean condition.
4. If the balance or damage deposit is not received by the time of the event, access will not be granted.
5. The Council may refuse any application for hire without giving a reason.
6. The Council may also terminate any agreement for Hire at any time up to and including the date of hire if the Council become aware of any fact which would at face value not be in the interest of the Council to proceed with the hiring agreement or which otherwise prejudice the Councils standing and responsibilities as a local authority. The Council also reserves the right to cancel any hiring in the event of the Council requiring the property in question for the purposes of civil emergency or any other event of local or national importance where the use of the premises by the Council is essential for the Council to fulfil its functions and obligations as a local authority, and where the need for the Council to have use of the premises was not reasonably foreseeable at the date of acceptance of the Application for Hire. In the event of such cancellation, the Council's liability to the hirer will be limited to a full refund of monies made by the Hirer to the Council in respect of the hiring.

7. The Hirer, or a responsible person whose name and address have been notified to Registration Services before the date of the hiring, must be in attendance at the premises throughout the hire period.
8. The Council reserves the right to vary the hiring fees at any time up to 30 days before the date of the event for which the area has been hired, notwithstanding that payment of the fee has been made and accepted. In the event of the charge being increased, the Hirer must pay the additional fee before the date of the hire. In the event that the Hirer is unwilling to pay the increased fee then the booking will be cancelled and the fees already paid returned less the £100 deposit.
9. The Hirer, who must be over 21 years of age, will be required to pay the full hire charge of the invoice and must be in attendance at the premises throughout the hire period.
10. Birthday parties for 13 -21 year olds are not permitted in the hall or function rooms at Langtons.
11. The hiring times indicated on your receipt are start time this is the time you arrive at Langtons to set up and finish time is the time you leave Langtons when you have finished clearing up after your event. If you need further hiring time for companies to come in and prepare for your function you need to book and pay for the extra hire. Music goes off half an hour before the end of your function and the bar closes half an hour before the end of the function.
12. The hirer is expected to leave the premises in the condition they found them, all rubbish to be placed in the bins provided, all possessions to be removed by the finish time.

Damage

1. The Hirer must leave the area hired in a clean and tidy state. If this condition is not complied with, and extra cleaning time is required, the Hirer must pay the additional charge.
2. No items likely to cause damage to the floor in any of the areas hired e.g., **dance floors, photo booths, bottle cases, barrels etc**, shall be brought into, or allowed to remain without necessary precautions being taken by the Hirer or the licensee to safeguard Council property
3. No bolts, nails, tacks or screws or sticky tape etc. shall be driven into or stuck to, any part of the area hired, nor shall any placards or advertising bills be displayed inside or on the exterior of the building, except on notice boards provided by the Council for that purpose.
4. The Hirer is responsible for any loss or damage to the area hired, as noted on the discharge form, by the caretaker on duty at the end of the event.

5. In the event that damage to the area (including all items of furniture and fixtures and fittings) hired has occurred, the Hirer will be invoiced and full payment to cover the cost of the damage will be required within 14 days of the date of the invoice.

Health & Safety

1. The Hirer shall ensure that the maximum numbers permitted for the function are not exceeded. **The maximum number of people permitted in Langtons Hall is 100.** If an authorised officer of the Council believes this condition is not being complied with, they may require the premises to be vacated.
2. Fire or appliances with naked flames are not permitted in or on any property subject to the Hire Agreement without the prior written consent of the Council. The Hirer will comply with all conditions attached to such consent.
3. No stage fittings or decorations are permitted without having been approved by the Council. No cotton or wool, or any highly flammable materials shall, on any account be used for decorative purposes within the premises.
4. No alterations or additions may be made to the lighting or power arrangements existing at the time of hire without the written consent of the Council. The Hirer will comply with all conditions attached to such consent.
5. All parts of the premises are non-smoking
6. All fire exits within Langtons Hall are clearly marked. Please ensure you and your guests are aware of their location. In the event of an emergency situation please vacate the Hall and immediately go to the Fire Assembly Point, located just outside of the main entrance of Langtons in the 'turning circle' car park. The fire assembly point is clearly marked.

Access

1. The Hirer shall at all times permit full access to the Councils duly authorised officers to enter or inspect the hired premises. Police and Emergency Service Officers have the right of entry at all times
2. The Hall keeper or any other officer or servant of the Council responsible for Langtons House, has the right to access the area hired at all times and the authority to control the volume of sound caused by musical equipment on the hired premises.
3. The hirer shall only be allowed access to those areas of Langtons which have been hired and paid for, prior to the event. Access to other areas within Langtons House will not be permitted.

Sale/Provision of Alcohol

1. The sale or provision of alcohol on the hired premises is not permitted except with the prior consent of the Council. Where the sale or provision of alcohol is permitted, the Hirer will comply fully the Council's requirements and with licensing laws, including when required, the acquisition of an occasional licence.
2. An occasional licence is not required for the supply of excisable liquor, providing such liquor is given away free of charge. The use of tickets or vouchers for the purchase of drinks is not permitted. For more information, please call licensing on 01708 432777.

Catering:

1. Hirers may employ a caterer for their event. In this instance, we recommend that you request to see a copy of the hirers Public Liability Insurance Certificate and the Institute of Environmental Health Officers' Basic Food Hygiene Certificate. The hirer must ensure that the caterer uses the appliances in the kitchen safely and carefully – following the instructions which can be found within the kitchen. The concierge also has a copy.
2. If the hirer wishes to provide his or her own catering, and is NOT a professional caterer, we recommend they obtain their own Public Liability Insurance for £2m. We also insist that they attend a demo on the use of the kitchen equipment.
3. Caterers or other persons using the hired premises are not permitted to load crockery or other catering equipment onto vehicles after 11.00pm, unless special permission has previously been obtained from the Council.
4. Hirers are respectfully asked to be mindful when preparing or bringing in cuisine for their event of a strong smelling nature that the building is used for wedding and other ceremonies. For the comfort of all users, hirers are asked to ensure adequate ventilation; use of the extraction fan and use of air fresheners is encouraged.

Please Note:

Langtons House does not allow any outdoor cooking e.g. BBQ's, hog roasts and outside ovens etc.

Lost Property

1. The Council does not accept any responsibility for any clothing; articles or any other property left by the Hirer, their guests, servants, agents or any member of the public, or any property during the period of hire and the Council shall not be required to provide a cloakroom attendant. Lost property shall be kept on site for one year only.

2. The Council will not be responsible for any loss to the Hirer due to the breakdown of machinery, failure of supply of gas, water or electricity, leakage of water or fire, except insofar as any such loss may be caused by any act of default of the Council, or any employee of the Council acting in the performance of this duties as such employee, or due to any government restrictions or Act of God which may cause the hired premises to be closed or the hiring to be interrupted or cancelled.
3. The Council does not accept any responsibility for customers cancelling their function due to bad weather, no refund will apply.

Licence Issues:

1. All the conditions attached to the Premises Entertainment Licence (a copy of which is available for inspection at Langtons House, Billet Lane, Hornchurch, Essex, RM11 1XJ) shall be duly observed.

Public Liability Insurance

1. Hirers must be aware that they are liable for any accident or injury that may arise due to their negligence for the duration of the hire period. This includes any third party that they may hire in for their function i.e.: DJ, entertainer, caterer. Hirers are strongly advised to take out Public Liability Insurance of at least £5,000,000 for one event to cover loss of or damage to the property or injury (including death resulting from an injury) to any person. Equally, hirers are strongly advised to ensure that any third party (as above) also has Public Liability Insurance.

Miscellaneous:

1. The Hirer shall make arrangements with the Council in respect of any other matter not provided for in these conditions at least seven days before the date of hiring.
2. If the hall has been hired to 'set-up' prior to a function or event, any items left in the hall are left at the owner's risk.
3. If the Hirer shall refuse or omit to comply with any of the foregoing conditions or wish any instructions conveyed to him by the Council or any officer or servant of the Council responsible for the hall on behalf of the Council, the Hirer and his servants may be excluded until they comply with the same, but without relieving them of their obligations under their contract with the Council.
4. Langtons House is a venue for Civil Weddings and other ceremonies. Hirer's are requested to be mindful of this and respectful to other guests that may be using the building for this purpose.
5. The hirer is asked to report to the Langtons House reception upon arriving for his/her event in the Hall. All other guests are encouraged to use the rear exit to the hall as an entrance and exit at all times.

6. The Hirer shall not sub-let or assign the hired premises or part thereof.
7. The hall is not to be used for the sale of goods or charging people on admission unless special permission is given prior to the hire.
8. Ample public parking can be found nearby in the town centre, only a short walk from Langtons Hall.

Cancellation by the Hirer

1. Notice of cancellation should be made **in writing** to Langtons Registration Team, Langtons House, Billet Lane, Hornchurch, RM11 1XJ.
2. If 90 days or less written notice must be given to Langtons Registration Team, no monies will be refunded.
3. If more than 90 days written notice must be given to Langtons Registration Team, all monies will be refunded (less non-refundable deposit).