



Epping Forest

Registered Charity

Party booking application pack

Terms of Hire

Available hours to hire

Time	Fee
11am – 3pm	£80, inclusive of setup and cleaning time
12pm – 4pm	£80, inclusive of setup and cleaning time
10am – 4pm	£110, inclusive of setup and cleaning time

Hire includes:

- exclusive use of the room
- use of small kitchen (includes Microwave, fridge and dishwasher)
- use of a CD player
- catering recommendations on request
- entertainers on request

Parking

There are several car parks in close proximity of The View, all are free of charge. For more details please ask a member of staff.

Facilities

Our facilities on site include:

- a small kitchen area
- 5 public toilets with a dedicated disabled access cubicle and baby change
- free access to The View and The Queen Elizabeth's Hunting Lodge, during opening hours
- open access to the adjoining courtyard and green space, all children must be supervised by an adult. Please note, this is not for private use
- a small gift shop

Additional hours

If you require any additional time beyond that included in your package, each hour will be charged at £30.00. The earliest possible start time is 10am and the latest departure is 4pm.

Please note, we will only authorise a 10am start if the hirer is purchasing a full day hire. Additional hours can only be made for departure not arrival.

Decoration of the room

We welcome decoration of the hall, but do not permit drawing pins or cello tape. Please use 'whitetak' to fix any pictures, banners and remove all aspects of fixings on leaving the facility.

Cleaning

All users must take their rubbish away at the end of the hire. We cannot accommodate rubbish for private hire, especially food waste. We can provide recyclable clear bags and black sacks to help you dispose of your rubbish correctly.

It will be the responsibility of the 'hirer' to ensure that tables are closed down and chairs are stacked to the side of the room.

A broom and dustpan will be available in the kitchen area at the start of the party, as the room, must be left clean and tidy upon leaving. Please also check the ceiling areas after use.

Spillage

If there is a spillage in the room, please notify a member of staff. Please use paper towels found in the kitchen to help absorb the spillage.

Deposit and payment

To book your party, please ensure you have completed a party booking form and have submitted this to a member of the team in person or by email to: theview@cityoflondon.gov.uk

Payment of the total amount will be required to book the date into the diary. Without payment, we are unable to reserve any date. 20% of this fee is a non-refundable booking fee.

Making payments

Payments can be made in person at The View, 6 Rangers Road, Chingford, E4 7QH from Tuesday to Sunday, 10am – 5pm. Alternatively, you can pay by card over the phone on 020 7332 1911 during the same hours. Please note, we do not accept American Express.

All cheques must be made payable to "The City of London Corporation".

Cancellation and refunds

We require 7 days' notice in order to provide a refund. This refund will be minus the 20% non-refundable deposit. Refunds can only be refunded back to the same method of booking, including the same card that was used. Any cheque refunds will take a longer period of time to refund.

Period of hire	Non-refundable amount	Refundable amount
4 hour hire	£16 (20%)	£64 (80%)
Full day hire	£22 (20%)	£88 (80%)

Entertainment

All entertainment must be discussed when booking and agreed at least 7 days before the partying booking.

We can permit the following entertainment in the room only:

- walk-around entertainers
- petting zoos
 - we advise you request their public liability and a valid risk assessment before hiring, as The City of London take no responsibility for entertainers booked by a hirer
- indoor bouncy castles
 - maximum dimensions: L:10' W:8' H:10'
 - we advise you request their public liability and a valid risk assessment before hiring, as The City of London, take no responsibility for entertainers booked by a hirer
- soft play equipment

Unfortunately, we cannot permit outdoor bouncy castles in the courtyard or grass area. All entertainment must be confined to the community room and we cannot permit private entertainment outside.

If you are unsure on our entertainment policy, please contact a member of staff on 020 7332 1911.

Maximum capacity

For fire safety regulations, we can only permit a maximum of 80 people standing in the room at one time. This includes all children and accompanying adults.

If you wish to utilise the courtyard, this is a public area and all children must be supervised at all times. This space is not part of the hire, but can be used as a public space if required.

Surrounding area

The hire is solely the use of the community room and does not permit the hirer to privatise any other space within the forest. Please feel free to utilise the public space for alfresco dining or a break out area. Please note: No equipment from the community room can be moved outside without authorisation from City of London Staff.

Lost Child Procedure

If a child is reported as lost, please notify a member of the team immediately. They will report the incident to the out of hours duty officer and the out of hours team will assist. The police will also be notified.

Please ensure all children are supervised at all times. The City of London Corporation will not be held responsible, but will provide immediate help and resources to assist the hirer in this matter.

Food & Drink

You are permitted to bring your own food and drink on to the premises, as long as all waste is removed on leaving. We have a small kitchen area that can be used and access to cutlery, cups and plates. We strongly advise that you bring disposable equipment with you to ensure that breakages are kept to a minimum. Any breakages must be reported to a member of the front of house team. All City of London equipment must be loaded into the dishwasher on leaving.

Whiteboard

The room has a projector screen that can be linked to a personal laptop if required. Please indicate if you wish to use this prior to arrival and it will be set up, ready for use, this will only host a PowerPoint presentation supplied by the hire

Application for party booking

First name	
Surname	
Mr/Ms/Miss/Mrs/Other	
Contact number	
Email address	
Party day and date (e.g. Sunday 3 Sept)	
Party time (please tick)	<input type="checkbox"/> 10am - 4pm (£80) <input type="checkbox"/> 11am - 3pm (£80) <input type="checkbox"/> 12pm - 4pm (£110)
Address	
Please give details of entertainers you wish to book	

Declaration

I, the undersigned, declare that I have read and agree to the terms and conditions of hire

Name	
Date	
Signature	

Office use only

Staff Name		Payment date	
T&C signed		Payment method	