



## Marshall Great Hall – Event Organiser’s Checklist

### ✓Bookings

LSE Staff and registered SU Societies can make bookings for the Great Hall Monday to Friday for evening events starting after 17:00 and usually finishing by 21:30, it is possible to extend to 23:30 subject to agreement with colleagues from LSE Catering and Security as well as complying with license conditions for SIA staff and Risk Assessment. As the building is in use for teaching and general student study, daytime use is usually reserved for School events such as Careers Fairs, LSE Festival, Graduation Ceremonies and similar.

Weekend bookings may be possible subject to relevant staff availability.

Please contact [lse.roombookings@lse.ac.uk](mailto:lse.roombookings@lse.ac.uk) to check availability and make a booking.

### ✓Set-up

You must book adequate set up and take down time. If sufficient set-up/take-down time is not available for your event, we will need to look at alternative dates for the event.

Please see attached floorplan showing default layout for the Great Hall. You can use this to discuss your set-up with the porters team but note that the booths around the edge of the Great Hall are not moveable and the tables & chairs in front of Beaver’s Brew Café cannot be moved during Café opening hours.

If you are arranging to use your own furniture, banners, other decorations at the event, please liaise with the porters and the building manager. Delivery/Collections must be arranged within the set-up/take-down time you have booked.

It currently requires 5 hours for the Portering Team to clear the whole Great Hall of soft furniture items. Depending on the set up your event requires, it may be possible to reduce this time.

Please contact [estates.porters@lse.ac.uk](mailto:estates.porters@lse.ac.uk) to discuss the set-up requirements for your event.

### ✓Coat Rails

Can be requested via [estates.porters@lse.ac.uk](mailto:estates.porters@lse.ac.uk).

### ✓Risk Assessment

If you are organising an event other than a standard reception, you will need to complete a risk assessment, the template can be found here

[Risk Assessments \(lse.ac.uk\)](https://www.lse.ac.uk/riskassessments)

### ✓Security Staff Support

Please contact LSE Security (via [r.mulcahy@lse.ac.uk](mailto:r.mulcahy@lse.ac.uk)) in advance of your event to discuss security arrangements for events which will run later than 21:30, for weekend events, for any events which are not a standard reception and for events where you require additional support from Security, for example where a high profile guest or speaker has been invited. Where Security provide additional staff, keep the building open outside it’s standard opening times or cover events out of their normal hours, the staffing cost will be recharged to the organising department.

### ✓Attendee List

Please send an attendee list for your event in advance to [lse.mar.reception@lse.ac.uk](mailto:lse.mar.reception@lse.ac.uk)

### ✓Stewards

The Great Hall is an open space, staff and students access offices and teaching rooms on the upper floors of the Building via the Great Hall, so you may like to consider booking Event Stewards for your event to check tickets/guest names on arrival to ensure only those invited are attending the event.

Stewards can be booked via the Events Office [Steward request form \(lse.ac.uk\)](#)

### ✓Catering

The Great Hall is a licensed space and catering for events in the Great Hall is provided by LSE Catering. Please review options via menus at this link [Order catering \(lse.ac.uk\)](#) and place your order via the online system or contact [catering.hospitality@lse.ac.uk](mailto:catering.hospitality@lse.ac.uk) to discuss arrangements for your event.

### ✓Catering Capacities

Standard catered receptions up to 300 (using NE Corner)

Sit-Down Dinners up to 280

Larger events by arrangement and requiring increased set-up time, including official School Events, for example Graduation Ceremonies up to 600 (using whole floor)

### ✓AV Equipment

Projector and Screen located on the wall in NE Corner, 3 x screens and projectors around the column located in front of the Café. Microphones available. Please contact [dts.teaching.support@lse.ac.uk](mailto:dts.teaching.support@lse.ac.uk) to discuss your requirements. You will need to cover the costs of DTS Staff supporting events out of hours.

### ✓Cleaning

If you are organising a large evening event, particularly if the event will finish after 21:30, additional cleaning support may be required. Please direct any cleaning related queries via [estates-help-desk@lse.ac.uk](mailto:estates-help-desk@lse.ac.uk) or [estates.fm@lse.ac.uk](mailto:estates.fm@lse.ac.uk)

### ✓Timings

Please provide accurate timings for set up, organisers access, event start/finish and take-down times to Room Bookings and other colleagues when making your booking and arrangements for your event, this allows those colleagues supporting your event to be booked in for the correct timings.

### ✓Fire Safety

The Fire Alarm is tested on Fridays 08:00 – 09:00 and the fire evacuation assembly point is on Lincoln's Inn Fields opposite NAB and Coopers. Please contact [estates.fire.safety@lse.ac.uk](mailto:estates.fire.safety@lse.ac.uk) with any queries relating to fire safety at your event.

### ✓Useful Contacts

Building Manager – Marcia Murray

Marshall Building Security - Bruno Dos-Santos-Silva

Catering Manager – Kasia Babisz

Marshall Building Reception – [lse.mar.reception@lse.ac.uk](mailto:lse.mar.reception@lse.ac.uk)

### ✓Queries

If you have any queries or if there is anything Room Bookings or other relevant colleagues need to know about your event in advance, please get in touch via [lse.roombookings@lse.ac.uk](mailto:lse.roombookings@lse.ac.uk)