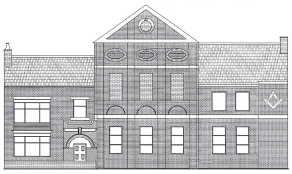

South Shields Masonic Hall (Trading Ltd)
t/a Freemasons' Hall Management Committee
South Shields Masonic Hall, Ingham Street, Tyne & Wear NE33 2DQ
Tel: (0191) 456 0137 Email: hallbookings.ssmh@gmail.com

APPLICATION TO BOOK HALL

Applicants' Name					
Home Address					
Post Code		**Tel No.**			
Email address					
Lodge (If applicable)					
Date Hall Required		**Time Required**		**to**	

Reason for Application *(Please specify for what purpose the Hall is to be used for)*

Special requirements	Use page 2 for further information if necessary

(Specify if Bar/Kitchen Service is or is not required the standard bar hours are 7.00pm ~ 12.00pm)
Please state upon the application if you require an extension to the bar closing time, a further fee will become payable and you will be notified if your extension application has been successful.

I, the under signed applicant, ensure that arrangements will be made to set out the table requirements etc, as required by me, and to make good, any damage caused to the fabric or structure of the building during the time of the booking, and that our Hall will be returned to its former state, within one day of said booking or earlier if so required by the Management Team. **Only the applicant can request changes to this booking.**

Certification of insurance or a deposit against loss and damage may be required in order to protect the structure and fabric of the building during the period of hire.

Should the Bar be required, I will comply with the Rules and Regulations displayed therein

If the booking requires a payment (see hire charge below) please make cheques payable to ***'The Freemasons' Hall Management Committee'*** and attach to the application. Payment can also be made by cash at the bar or by **BACS** transfer to '**FHMC** sort code **20-80-47** account **60395617**'.
Please let us know how you came to apply and whether it was by a member of the Freemasons, and if you know a person who is a Freemason then please let us know their name.

Date of application	
Signature of applicant	
Freemasons' name	
Please forward this Application Form to: -	The Secretary South Shields Masonic Hall, Ingham Street, South Shields Tyne & Wear NE33 2DQ or via email to hallbookings.ssmh@gmail.com

South Shields Masonic Hall only:

Management Team notified (date)

Successful YES / NO Unsuccessful (reasons)

Hire charge: £ (including staffing costs)

Applicant notified of outcome (date)

Further information:

Please detail any further information that you deem of importance to your booking i.e. table layout, other rooms required other than the main hall etc. *The main hall has a 120 occupancy and the bar a 80 occupancy, chair coverings and cloth tablecloths POA.*

Catering - Our on-site caterers can provide catering to suit all budgets with finger buffets, hot food buffets or even plated meals depending on your requirements. External caterers are allowed and a charge may be levied for the use of the catering facilities - POA

IMPORTANT INFORMATION:

The upper floors and staircase of the building is strictly private and no access is available to these without prior agreement.

The Masonic antique chairs in the dining hall must not be moved or removed from the room.

Use of the kitchen facilities must be agreed before the booking; the rooms and all equipment therein must be returned to their former state.

No food to be set out and/or consumed in the Club room.

All refuse pertaining to the hire must be removed off site by the hirer and disposed of in accordance with current applicable legislation.

Version: October 2026