



Freemasons' Hall (Ingham Street) Management Committee

Freemasons' Hall, Ingham Street, Tyne & Wear NE33 2DQ

Tel: (0191) 456 0137

Website: <http://southshieldsfreemasons.co.uk>

Email: secretaryfhmc@gmail.com

APPLICATION TO HIRE HALL

Applicants' Name

Home Address

Post Code

Email address

Organisation/Individual requiring hall

Date Hall Required

Tel No.

to

Time Required

Is Access Required?

What (if any) access time is required for rehearsal, preparation or removal give details below
(Please note that, if you answer "NO", doors will open 15 minutes prior to the function.)

Reason for Application *(Please specify purpose of hire and approximate attendance - must not exceed 120)*

Special requirements

If any of your party has a disability, please advise us how you would wish us to help.

(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 comply with the conditions of hire set out overleaf.

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.

Date of application

Signature of applicant

Please forward this Application Form to :-

The Secretary
Freemasons' Hall Management Committee
Freemasons' Hall, Ingham Street,
South Shields Tyne & Wear NE33 2DQ

FHMC Use only:

Committee notified (date)

Hire fee: £

Successful YES / NO

Unsuccessful (reasons)

Applicant notified (date)

Hire fees received (date)

CONDITIONS OF HIRE

(If the Hirer is in any doubt as to the meaning of the following, the Hall Secretary should immediately be consulted.)

1. THE HIRER is permitted the use of the main dining hall, tables and dining chairs therein; toilets and main entrance lobby (and bar service if required). Both large Masonic chairs must not be used or moved from their positions in the dining hall during the hire. Use of the kitchen facilities requires prior written agreement and will incur a fee and its use subject to the same conditions of hire as specified. No booking will be accepted without a completed booking form being submitted to the Hall Secretary together with the applicable fee within 14 days of the provisional booking being made.

2. THE HIRER or their representatives are responsible for the setting up and clearing away and cleaning of the hall for their hire. The numbers and types of tables and chairs required must be specified by the hirer. Putting up and arranging the tables and chairs and their clearing away are the responsibility of the hirer. The dressing of tables with cloths, cutlery etc will be the responsibility of the hirer and caterer. A setting up and clearing away (but not dressing) service may be supplied by the Hall Steward at an additional cost of £20, cloths and chair covers can be hired at an additional cost of £20. (to include dressing). Additional time can be arranged for setting up and setting down if it will take longer than the period offered, this may incur a fee depending on the additional time required.

3. THE HIRER will, during the period of hiring, be responsible for the supervision of the premises, the fabric and contents, their care, safety from any damage whatsoever and the behaviour of all persons using the premises whatever their capacity, and shall ensure that there is no underage consumption of alcoholic beverages, illegal gaming or betting. All bookings taken are assumed to be for adults. If children are in attendance the hirer must ensure that adequate supervision is provided, with due regard to current child protection legislation.

The hirer must comply with fire regulations and other legal requirements and restrict the maximum number of persons attending the function to 120.

Failure to observe this condition will result in the function being terminated without notice at the discretion of the Hall Steward or in his absence the Chairman or Secretary.

4. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission of the Freemasons Hall Management Committee. Any behaviour which, in the opinion of the Hall Steward or in his absence the Chairman or Secretary is of a lewd or obscene nature will result in the function being terminated without notice.

No abuse directed towards any Staff will be tolerated; any breach of this will result in immediate expulsion from the premises and may result in the function being terminated without notice and possible legal action being taken.

5. THE HIRER shall be responsible for obtaining such licenses as may be needed (including those from the Performing Rights Society and other copy right societies) No liquid refreshment whatsoever is to be brought into the Hall on a private basis. If the Hirer intends liquid refreshment to be consumed on the premises, then they are obliged to have the Bar facilities provided by the Freemasons Hall Management Committee.

6. THE HIRER shall on no account bring food into the Hall or allow others to do so, unless they have specified their booking as self-catering (buffet). In these circumstances, the Hirer will not have access to the Kitchen but will be given access to the Danny Dunleavy room to set up their buffet and will be wholly responsible for setting out their refreshments and clearing away all waste at the end of the event, no food shall be set out or consumed in the Club room (bar). Should kitchen use be granted the hirer will ensure that they and all their staff have all the necessary legal certificates, insurances and authorities for the provision of the catering services.

7. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

8. THE HIRER shall indemnify the Company for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.

9. THE HIRER shall be liable to compensate the Freemasons Hall Management Committee in respect of any damage caused during the hiring period to the Hall or the contents thereof or to any other property managed by the Freemasons Hall Management Committee.

10. THE COMMITTEE do not accept any responsibility whatsoever for the loss, damage or theft of any article(s) which may occur during the use of the Hall by any person, including the Hirer.

11. THE HIRER shall provide sufficient supervisors who shall be responsible for the supervision of the users of the Premises, also to provide details of any accident or incident occurring which did or could give rise to injury or illness, as soon as possible after the accident/incident, and in all cases before leaving. This condition must be strictly adhered to.

12. THE HIRER shall be responsible for the access and supervising the users of the Hall for the purposes of any fire in accordance with regulations.

13. AT THE END of the hiring, the Hirer shall be responsible for returning the hall to its former state, leaving the premises and surrounds in a clean and tidy condition and secured, unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced, otherwise the Freemasons Hall Management Committee shall be at liberty to make a charge.

14. THE COMMITTEE RESERVES the right to cancel this hiring in the event of the Hall being required for use by the Freemasons Hall Management Committee. The Hirer shall be entitled to a refund of any deposit already paid.

15. IN THE EVENT of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Freemasons Hall Management Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

16. THE UPPER FLOORS AND STAIRCASE of the building is strictly private and no access is available to these without prior agreement and supervision, The Freemasons Hall Management Committee does not accept any responsibility for any person of any age attending any function on the premises if that person enters these areas or an area which is clearly marked "No Entry", "Staff Only" or "Out of Bounds to the Public" and are not authorised to do so.

17. PRIOR WRITTEN APPROVAL must be obtained if the hirer wishes to fix items to the walls, floors or ceilings.

18. ALL DANCES held at the Hall are to be private or for charitable organisations and there must be no sale of tickets otherwise than by private circulation. In any public advertisement thereof there shall be included the words "Tickets may be obtained only from any member of the organisation promoting the dance". Under no circumstances shall tickets be sold or money tendered at the entrance to the Room or on any part of the Hall.

19. CLUB – The Freemasons Club (Bar room) is for the patronage of Freemasons and access is only provided for use by hirers during the period of hire and not for their exclusive use.