

BOURNE FREEMASONS' CLUB

HALL BOOKING FORM

Please complete the form and return to: Ian Greenfield

Or scan and email to: iangreenfield@hotmail.com

Name of Hirer/Organisation:	Address:
Home Telephone No:	Post Code
Mobile Telephone No:	
Contact Name: (The contact will be regarded as the person in charge of the event)	

Hire of The Masonic Centre is subject to availability and will be for a minimum period of 3 hours. Period of hire will start from set-up of the event to the close:

Usage of the Main Hall and facilities: 9.00am-12.00pm £81.00 per 3 hour period

Day/Date of Hiring:	
Arrival Time:	Type of Function:
Departure Time:	Numbers Attending (max. 80):

Signature of Hirer:	Date:
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OFFICE USE ONLY	
Deposit Paid (Amount) £	Date:
Balance Due (Amount) £	Date:

Additional Facilities Required:

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- (1) The above prices do not include a final clean after the event – Hall to be left as you found it.
- (2) The Bar services if required, will be undertaken by negotiation with the Bourne Freemasons' Club for members' guests
- (3) Kitchen/catering facilities are also available by negotiation with our caterer.
- (4) The Hirer, by signing below, agrees to abide by the conditions of hire as attached.
- (5) Payment by Debit/Credit card only

BOURNE FREEMASONS' CLUB: Conditions of hiring

1. Bookings

- a) Applications for the use of room(s) must be made on the prescribed form. The person who signs the application form shall be considered to be the hirer. Where a promoting organisation is named on the form that organisation will be considered to be the hirer and shall be jointly and severally liable with the person who signs the form.
- b) Applicants will, at the time of booking, provide full information about the use to which the rooms and facilities will be put on the understanding that their use is restricted to the use as specified by the hirer.
- c) The hirer must be covered by their own public liability insurance for the period of hire, which must be presented to the Bourne Freemasons' Club prior to the event, a copy of which should be shown on the notice board in the lobby.
- e) Additional charges will be made for use of the bar facilities and the kitchen. The use of all additional facilities must comply with all safety and local licensing authority regulations and be covered by the hirers own public liability insurance, details of which must be presented to the Bourne Freemasons' Club prior to the event. When the bar is requested, all operations for the bar must be via an authorised steward as organised by the Bourne Freemasons' Club.
- f) Subletting is prohibited.
- g) The hirer must be over the age of 18 years.

2. Fees and Payment

- a) The fee for the hire of the rooms shall be determined from the time of occupation (this includes any preparation time) to the time of vacating (including any removal of equipment). Payment will need to be received 7 days prior to the occupation commencing, unless agreed otherwise. Where the room(s) are booked for a series of meetings or events then payment will be due and payable in full prior to the first use or, by the previous agreement of the BFC Committee, on the first day of the month for all use during that month. The setting up of furniture is the hirer's responsibility and at the end of the session the room should be left as it was found.
- b) Our preferred payment is via BACs with the account number included in your bill. If hirers wish to pay by cheque these should be made payable to Bourne Freemasons Club

3. Cancellation.

- a) In the event of a cancellation of a booking by the hirer 7 days or more notice - No Charge. Less than 7 days - 50% Charge. Cancellations on the day or non arrivals – 100% Charge.

4. Damage

- a) The hirer shall be responsible for the ensuring that any rubbish is put in the bins provided. Recycling materials can be put in the appropriate bin. They are expected to leave the room in clean and tidy condition.
- b) Nothing shall be affixed to the walls, floors or any part of the interior or exterior of the building. This includes drawing pins, staples, Sellotape, 'blu-tack' and the like.
- c) The hirer shall pay for any damage which may be done or occasioned to the buildings or, to the fixtures, fittings, furniture and things belonging to the Bourne Masonic Centre. during the time of their occupation. Any damage shall be assessed by the BFC Committee and will be the subject of a supplementary charge as would the cost of any additional cleaning required over and above that which would, in the opinion of the committee, be considered normal.

5. Licences

- a) The BFC Committee do not hold a Public Entertainment Licence. No copyright, dramatic or musical work shall be performed or sung without the hirers having adequate PRS licensing. The hirer shall indemnify The Committee against any infringement of copyright which may occur during the hiring.
- b) No excisable liquor shall be supplied without the express agreement of the committee nor shall liquor be sold unless that agreement and the necessary occasional licence for the rooms have been obtained. The conditions for such a licence must be strictly adhered to.

6. Responsibility of hirer

- a) The hirer is responsible for good order and the legality of the activities pursued and shall ensure that the use of the room does not cause annoyance to residents of the buildings in close proximity or to other hirers in the building. In particular the hirer shall ensure that the level of any noise shall be so controlled so as not to cause a nuisance. The Committee reserve the right to terminate the hiring immediately if this condition is breached with no hire fee refund.
- b) Any property brought in by the hirer must be removed from the room at the end of the hire period, except by prior arrangement.
- c) The Committee shall not be held responsible for damage to any property, or loss of any property, or any injury to any person caused by any property brought into the building by the hirer. The hirer shall effectively insure and shall indemnify the Committee against any claim which may arise out of the hiring made by any person resorting to the room(s) during the hiring, or subsequently, in respect of any such damage, loss or injury.
- d) No additional lights or equipment shall be used without the express permission of the trustees. Any Electrical Equipment used by users should have a valid PAT Certificate.
- e) The hirer is responsible for ensuring all guests are recorded in the 'Guest Book' and all guests are familiar with our 'Fire Safety and Evacuation' policy which is on the entrance lobby notice board.

7. Policy

- a) Bourne Masonic Centre has a No Smoking and vaping policy throughout the building and in the grounds. Members of the public are requested to respect this policy at all times.
- b) No dogs (other than guide dogs) are allowed in the building.
- c) The hirer is responsible for complying with the Health & Safety Policy of the Bourne Masonic Centre, a copy of which is available. Any continuous or regular hirer shall be responsible for risk assessing the hall prior to each hiring.
- d) In the event of an emergency evacuation of the building the hirer will be responsible for accounting for all persons present within the building connected to the hire of the rooms.
- e) The hirer agrees and accepts that Bourne Masonic Centre has no responsibility to provide First Aider cover during the period of the hire, although there is a First Aid box situated in the kitchen area.
- f) If an accident takes place within Bourne Masonic Centre the hirer will need to record this in the Bourne Masonic Centre Accident book. This can be obtained from the BFC Committee or by notifying the Administrator via e-mail who will then contact the hirer and get the incident recorded

Access

- a) Representatives of the Committee, Police and Fire officers shall, at all times, have free access for inspection purposes.

COVID 19

- b) The user agrees to adhere to all National and Local COVID regulations and safety requirements that are in place by the Government at the time they use the facility. Current regulations can be found on Corona virus (COVID-19): guidance and support - GOV.UK (www.gov.uk)

Changes to these Terms and Conditions

- a) The BFC Committee reserve the right to change or modify these conditions without notice. Decisions made by the Committee on the interpretation of these conditions shall be deemed to be final. The Committee reserve the right to grant or to refuse any application for the hire of the building or any room without the need to give reasons for their decision.