

BOURNE FREEMASONS' CLUB

Housekeeping

As the Hall is in use most weekdays, it must be left how you found it ensuring that the floor is clean and tidy ready for the next users, this includes the Temple.

On arrival at the building,

The keyholder, before unlocking the entrance door, must ensure that during periods of inclement weather, that the pavement is gritted adequately allowing safe access to the front door.

The keyholder must ensure the chains on interior Fire Escape doors are removed, ensure the exterior Grill to the kitchen door is unlocked and ensure the outside lights are illuminated when it is dark.

On leaving the building:

Ensure there is no-one in the Temple, Hall and Toilets. With the exception of the caterers who have their own exit door and grill from the kitchen. Ensure the chains on the remaining Fire Escape doors are secure. Turn the heating thermostat down to 10 degrees, Turn off the outside lights with the exception of the sensor spotlight, Lock the door and padlock the black Security Grill.

As you are aware the Bourne Freemasons Club is not responsible for manning the bar or for organising any part of the Festive Board for all regular Masonic meetings.

All Orders, Degrees and Lodges take full responsibility for managing these themselves and must leave the premises as they found them ensuring that the premises is securely locked as above, on leaving.

This includes replacing all the tables and chairs back afterwards, ensuring that all rubbish is removed and of course each user takes responsibility for the security of the Bar till when in use.

A cash float will be available in the safe in the robing room for use in the bar. This must be replaced along with the evening's takings at the end of the evening ready for collection by the Bar Manager the following day. The safe has a combination lock and the number can be obtained by email from the Bar Manager.

Please be aware too, that our SKDC bar licence only allows alcohol drinks to be consumed on the premises provided they have been purchased directly from the bar.

The bar must be left clean and tidy with all used glasses washed in the glass washer situated under the worktop adjacent to the sinks opposite the fridge.

All dry glasses must then be replaced on the shelves.