

## Bourne Masonic Centre:

The premises are owned by Hereward Lodge in trust, the elected Trustees oversee that the centre is managed accordingly and in line with Masonic Principles. The Trustees in turn grant a licence to the Bourne Freemasons Club to manage the usage and facilities of the centre for Masonic business which generates the revenue to fund the day-to-day operating costs entirely.

Thus the Bourne Freemasons Club are therefore responsible for keeping the centre readily available for regular use by Masonic and Social groups accordingly by agreement. To do this the following guidelines are listed below which must be applied by each and all hirers, taking individual responsibility for the following:

**Membership:** All Lodges and orders must be aware that the centre is available, licensed and insured for use by **all** Masonic members. Non-members must be signed in by members as guests in the visitors book.

**Hiring:** All users must confirm in advance the dates and times of their meetings, including Instruction and Rehearsals in order that our published schedule is always current and correct and to ensure there is no dispute with other users.

**Housekeeping:** As the hall is likely to be in use the following morning, all lodges and orders take responsibility for ensuring the premises are left as they found them with all rubbish cleared away, the temple, bar and hall are left as found, and if the hall is used for dining that the floor has been swept and all tables and chairs put away before leaving.

The bar is to be adequately and responsibly manned only by Masonic stewards (or persons appointed by either the Bar Manager, Chairman, Vice Chairman, Letting Manager) who also take responsibility for payment received by cash or card for drinks. Any cash float must be replaced and locked in the safe for collection by the BFC bar manager the following morning. The bar menu consists of a good selection of tinned beers, lagers, cider including alcohol free beers. Red, white and sparkling wine, full range of spirits, malt whiskies and very good selection of soft drinks at the discretion of the Bar Manager.

All used glasses are cleaned and replaced accordingly, and fridges/coolers are left as found with doors firmly closed or locked as applicable and the bar floor must be clean and dry.

**Dining:** All Lodges and Orders deal directly with our preferred caterer, liaising in advance for menus, number of covers and organising payment for their services during the evening. There is also a minimum charge for 18 covers required to make it viable and meal charges are reviewed and circulated each September.

**Premises:** All lights to be extinguished and heating thermostat set to 10 degrees in strict accordance with the notices in the lobby. The front door and grills must be locked on leaving and the key replaced in the exterior key safe as necessary.

**Charges:** The cost for using our facilities is £70 per meeting payable annually in June/July. Notice will be given by the BFC each October of the following years hiring charge.

Please also refer to our Current Health and Safety Policy on lobby Notice board and our general 'Housekeeping' policy as listed on our web site.

Name of Masonic Order or Lodge:

Appointed Contact:

Regular ongoing meeting dates:

