

## CONDITIONS OF HIRE FOR THE SOUTHAMPTON MASONIC HALL

The Southampton Masonic Hall, Albion Place Southampton, SO14 2DD, is owned by the Southampton Masonic Hall Company Limited, (Hereinafter referred to as SMHC)

CONTACTS			
Position	Name	Telephone	E-mail
Hall Secretary	Ray Shave	023 80 26 1227	<a href="mailto:ray.shave@btinternet.com">ray.shave@btinternet.com</a>
Social Bookings	Chris McDonald-Martin	023 80 63 2199	<a href="mailto:c.mcdonald-martin@ntlworld.com">c.mcdonald-martin@ntlworld.com</a>
Caterer	Carol Young	023 80 199635 07823 441934	<a href="mailto:carolann1803@hotmail.com">carolann1803@hotmail.com</a>
Bar Manager	Robert Payne)	07977 914418	<a href="mailto:rob@g-hosp.net">rob@g-hosp.net</a>

### HOURS

- No play, concert dance or any other function shall continue in the building after 11:45 p.m. on any evening.
- The Bar will close at, or before, 11:00 p.m. on all evenings.

### REFRESHMENTS AND ALCOHOL

- Only food purchased on the premises, and from the SMHC staff or contractors, may be consumed on the premises. The hirer shall not bring food onto the premises other than for items to be used in raffles.
- The Hirer must make their own arrangements with the hall Caterer for all catering and napery requirements, including costs of laundering.
- Only alcohol purchased on the premises, and from the SMHC staff or contractors, may be consumed on the premises. The Hirer shall not bring alcohol onto the premises other than for items to be used in raffles. (*see d. below for sole exception*). The Hirer must make their own arrangements with the hall Bar Manager for all special alcohol requirements (eg: champagne, wine provide with meals etc)
- By agreement only, the Hirer may supply their own wine for which there will be a corkage charge..

### CHARGES

- All fees are payable in advance.
- Cheques for hire of hall to be made payable to 'Southampton Masonic Hall Co. Ltd.'
- For BACS transfer: Account No: 06065546, Sort Code: 52-21-18
- Cheques for food to be made payable to 'Carol's Catering.'

### INSURANCE

- The maximum number shall not exceed 120.

### INDEMNITY & DAMAGE

- The Hirer shall take good care of, and shall not cause any damage to be done to, the Hall or any parts thereof to any fittings, equipment or other property therein.
- In the event of any damage done, the hirer shall forfeit the 'Damage Deposit'. In the event that such damage, however caused, shall exceed the amount of the 'Damage Deposit', the hirer may be required to pay the full cost of all repairs or replacements.
- The SMHC will not accept responsibility for any damage, loss or theft of any property belonging to the hirer or any person in the hirer's party.
- The SMHC shall not be responsible for any loss due to anything which may cause the Hall to be temporarily closed or that the hiring be interrupted or cancelled.
- The hirer shall at the end of the period of hiring, leave the hall, and all rooms used, together with all fittings and equipment in a clean and orderly state. The hirer may be charged for the cost of cleaning in the event of a breach of this condition.
- Sellotape must not be used to fix signs, notices etc. to walls, doors, etc.

### FURNISHINGS AND EQUIPMENT

- No bolt, nail, screw or other fastenings may be attached to the walls, woodwork or furniture in the hall.
- No flags, emblems or other decorations shall be displayed outside the hall without the prior consent of the SMHC.
- The hirer must, at the end of the hire period, leave the hall in a clean and orderly state and must clear away all property and equipment that has been brought in to the hall for the hire period.

### PARKING

- The car parks surrounding the hall are public car parks and are not provided exclusively for the hirers. The hirer and party are responsible for paying all charges and the SMHC accepts no responsibility for the parking fees and safety of vehicles.

### DATA PROTECTION

- All personal information collected through this booking form will be held on file (either manually or electronically) by SMHC. It will be used only for the purpose of this booking and any future bookings by the hirer. It will only be passed on to third parties at the specific request of police or legal authorities.