

Chingford Masonic Hall Company Limited

Forest Approach, Chingford E4 7AZ

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Website address: www.chingfordmasonichall.org.uk

Company Secretary and Centre Manager: Allan de Luca

LODGE SECRETARIES AND TREASURERS INFORMATION SHEET

These notes are designed to assist Secretaries, Scribes E and Equivalents and Treasurers to help the Centre's Administration Team in providing the best possible service.

The word "Lodge" includes Chapter's and all other Masonic bodies meeting at the Chingford Masonic Centre.

All the information is effective from the 1st March 2010, and supersedes any previous information that has been issued

In order to keep this information sheet as simple and easy to read, we detail the order in which the points are laid out below:-

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1. ACCIDENT/ILLNESS

In the event of any Lodge member or member of staff being taken ill or having a serious accident while at the Chingford Masonic Hall, contact should be made with the Secretary or Bar Staff when it will be ensured that an ambulance is immediately summoned. An Accident Book is available in the Secretary's Office. The centre does not have any direct cover from a doctor.

2. ADDITIONAL MEETINGS & FUNCTIONS

When a Lodge who are resident at the Chingford Masonic Hall reserve either the Main Temple or the Essex Suite for an additional or extraordinary meeting, a hire charge will be made according to the number of members of the hiring Lodge as listed in the current Year book. The centre is often booked for other Functions, to include weddings, Ladies Festivals, Christmas Lunches, Bowls Club dinner and dance etc.

All bookings for the centre must in the first instance be made in writing to the Secretary.

If a resident Lodge is meeting on a day where an enquiry has been made by a Non-Resident. The Resident Lodge may be required to dine in the Essex Suite on that occasion. The Resident Lodge Secretary will receive a formal written notice from the Secretary of the Centre to confirm this arrangement.

The price Information for the hire of the Main Banqueting Hall and the Essex Suite is as follows:

<u>Main Banqueting Hall</u>	<u>Residents</u>	<u>Non-Residents</u>
Weddings	£ 200.00	£ 250.00
Ladies Festivals & Other Functions	£ 200.00	£ 250.00
<u>The Essex Suite</u>		
Up to 20 persons attending	£ 65.00	£ 75.00
21 - 30 persons attending	£ 75.00	£ 100.00
31 – 45 persons attending	£ 100.00	£ 125.00

The Chingford Masonic Hall will be pleased to cater for most functions, but will reluctantly not accept Eighteenth or other Juvenile birthday parties or similar functions.

3. BANNERS

Banners are the responsibility of the Resident Lodge, and are to be stored in the appropriate Locker room in a tidy manner.

The Tyler of the Lodge should ensure that the Banner is properly stored after each meeting.

The Chingford Masonic Centre will not take responsibility for the loss or damage of any Banner stored on its premises.

Lodges are also reminded to include their Banners in any insurance policy they may hold for its own Lodge equipment.

4. BANK HOLIDAYS

The Centre will be closed for the following Bank and Public Holidays :-

<u>Holiday</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
New Year	Friday, 1 st January 2010	Monday, 3 rd January 2011	Monday, 2 nd January 2012
Good Friday	Friday, 2 nd April 2010	Friday, 22 nd April 2011	Friday, 6 th April 2012
Easter Monday	Monday, 5 th April 2010	Monday, 25 th April 2011	Monday, 9 th April 2012
Early May Bank Holiday	Monday, 3 rd May 2010	Monday, 2 nd May 2011	Monday, 7 th May 2012
Spring Bank Holiday	Monday, 31 st May 2010	Monday, 30 th May 2011	Monday, 28 th May 2012
Queens Diamond Jubilee Holiday and Bank Holiday	-----	-----	Monday, 4 th June 2012 and Tuesday, 5 th June 2012
August Bank Holiday	Monday, 30 th August 2010	Monday, 29 th August 2011	Monday, 27 th August 2012
Christmas	From Friday 24 th December 2010 to Tuesday 4 th January 2011	From Friday 24 th December 2011 to Tuesday, 3 rd January 2012	From Monday, 24 th December 2012 to Wednesday, 2 nd January 2013

Resident Lodges should ensure that they obtain a “Dispensation” for the next available date should their Lodge meeting coincide with a Bank or Public Holiday.

5. BAR MEALS

The Chingford Masonic Hall does not provide a service of bar meals or sandwiches, however, should this service be required, you will need to contact Halls Catering direct on 020 8882 4477. Coffee and tea and biscuits are also available if required prior to, or after a Lodge meeting from Halls Catering.

6. BAR TIMES

The bars will normally be open from 4.30 p.m. to 11.00 p.m. for Lodge Meetings, Monday to Saturday. The building must be vacated by 11.15 p.m. to enable the Staff to close the Centre and be properly secured.

For Special functions and under the new Licensing regulations, the bars can remain open until midnight. but this will only be applied for private functions I.e. Weddings, Dinner and Dances and Ladies Festivals on Fridays and Saturday evenings only.

You must indicate when booking a special function if you require the bar to be open until midnight.

7. CAR PARKING

The Centre has its own parking facilities for approximately 20 cars, and space is also available in Station Road, adjacent to the Centre.

The centre does not take responsibility for any damage or break-in to vehicles whilst they are parked in the car park facility at the centre.

Members should ensure that their vehicle is securely locked, and all items of value placed out of sight.

Please ensure that members of your Lodge and visitors park their cars sensibly and do not block entrances to the Centre.

8. CENTRE ADMINISTRATION

The direct telephone number for the Secretary of the Chingford Masonic Hall Company Limited is 020 8524 5142 (and fax). Enquires to the Secretary should be made on this number, and has an answer phone facility.

The telephone number for the Caretakers or Catering Staff is 020 8529 1736.

The caretakers of the Centre are available from 8 a.m. to 3.30 p.m. - Monday to Saturdays.

The Chingford Masonic Hall email address is :- chingfordmh@btconnect.com

The Chingford Masonic Hall web-site is :- www.chingfordmasonichall.org.uk

Should you require a special table arrangement for the Festive Board, please telephone your requirements to the Caretakers on the day of your meeting, and for reserving a parking space should your Lodge be expecting a Visiting Grand Officer.

9. CORKAGE

Lodges are reminded that **NO** alcoholic or soft drinks may be brought into the Centre for consumption on the premises.

Drinks may be purchased from the Centre at a preferential prices for bona fide raffle prizes, but must not be opened for consumption on the premises otherwise a corkage charge will be applied.

10. DINING

The catering at Chingford Masonic Hall is contracted to Hall's Catering, and they should provide each Secretary of the Lodges who meet at the Chingford Masonic Hall with a copy of their "Menus for Masonic Meetings" price list. If you are not in possession of the latest edition of the Price List, the caterers can be contacted on 020 8882 4477, who will arrange a copy to be sent.

The menus are published on the Chingford Masonic Hall website, just follow the link on the front page of the website.

Any complaints with regard the quality of food, or service should in the first instance be referred to Hall's Caterers direct. If you are unable to amicably resolve your dining problem, then please write to the Secretary of the Chingford Masonic Centre, outlining your complaint and your

complaint will be referred to Halls Catering Independently, but the Centre will not give an assurance that the matter would be amicably resolved to your satisfaction.

The Caterers request that the waitresses should be allowed to clear coffee cups not more than 20 minutes after coffee is served, otherwise any additional staff costs will be passed onto the Lodge. Your co-operation is appreciated.

11. **DISABLED ACCESS**

Every effort has been made to accommodate members with impaired mobility, there are some areas in the Centre that may be difficult for wheelchair access.

The front entrance to the Chingford Masonic Hall Centre has been improved to accommodate easy access for wheelchair users.

There is a disabled toilet in the changing room on your immediate right as you enter the Centre.

An Induction Loop has been installed in the Main Temple for members with hearing difficulties.

Members should use the "T" switch on their hearing aid.

There is a wheelchair available for disabled members.

12. **E-MAIL**

The Centre's email address is: chingfordmh@btconnect.com

If you, the Treasurer or a member of your Lodge has an email address, please advise the Secretary of the Chingford Masonic Hall, so that correspondence for your Lodge/Chapter etc. can be sent electronically.

13. **ENERGY SAVING**

All Lodges are requested to ensure that all lights, fans, air conditioning units and all other electrical appliances are turned off when they leave the meeting rooms. This will help reduce the cost of the electricity used by the Centre.

14. **FIRE**

FIRE is a serious matter

Secretaries and their equivalents must make known to all present the means of escape and the drill in the event of a fire.

There is a notice on each Secretary's desk in the Main Temple and the Essex Suite that **must** be read at the beginning of every meeting.

Should a fire occur, you will be immediately informed to vacate the building by the nearest available fire exit, closing doors behind them if possible, and assemble in the car park outside the Centre.

Secretaries must ensure that their Attendance Register is taken from the building and that all members and guests are accounted for at the Assembly Point.

Anyone discovering the fire must immediately make use of the "Rotary Hand Bells" strategically placed in the building. They are situated in the Kitchen, Main Banqueting Hall, and the Essex Suite.

When the "Rotary Hand Bells" are sounded, these should not be ignored and the fire drill properly executed.

Members, visitors or guests must not attempt to tackle a fire, but leave the building immediately.

Secretaries must ensure that their Tyler does not block passageways or exits with equipment, nor prop doors open with chairs. In the event of a fire this could seriously add to the danger.

No member of staff, lodge member or guest is to re-enter the building until such time that the building has been declared safe by the fire authority.

15. **FIRST AID**

First Aid equipment is available behind the bar of the Chingford Masonic Hall. In the event of a serious accident an ambulance should immediately be summoned. An Accident book is located in the Secretaries Office.

16. INSURANCE

Lodges keeping property at the Chingford Masonic Hall, whether in a locker, the security cupboard or any other place in the Centre **must** have all items covered by their own Lodge Insurance policy. The Insurance carried by the Centre does not cover the property of Individual Lodges, nor for any personal effects to include regalia, brief cases and other items left on the premises.

The centre cannot accept responsibility for loss, damage or theft of any Lodge's property however caused or wherever stored.

Lodges are also reminded that their Tyler is their employee, and therefore must be covered as such by an Employers' Liability Insurance Policy. The policy covering the Chingford Masonic Centre staff does not cover Tyler's. As employers, Lodges have a legal responsibility for ensuring that their Tyler fully understands his responsibility under The Health and Safety at Work Act and complies with all systems and procedures within the Centre aimed at ensuring the health and safety of all its users.

Should the Centre management have a reasonable belief that a Tyler is not able to discharge his duties in respect of health and safety, they reserve the right to refuse him entry to the Centre.

17. INVOICES

Invoices for Temple hire, dining, bar, and wine etc. must be settled on the day of the Lodge meeting.

Invoices for the "Supplementary Rent Charge" are issued annually, calculated on the number of members listed for your Lodge listed in the Province of Essex year book issued annually. Settlement of this invoice must be made by the 31st January following the date of the issue of invoice.

If you believe that the membership total listed for your Lodge in the Year Book is incorrect, then you will need to submit a copy of the Annual Return you provided to the Province of Essex of your Lodge or proof of adjustment as agreed by the Province.

Failure to settle either of the "Temple Hire", "Wine & Bar Invoice" or "Supplementary Rent Charge" could result in the Lodge being "excluded" from the Centre.

The cost for the hire of the Temple will be according to the total membership listed in the Year Book currently in issue at the time of invoicing.

The rates are as follows:-

		w.e.f. 1 October 2009
1	Main Temple	£8.00 per member
2	Essex Suite	£7.50 per member

18. LOCKERS

Lockers have been provided for the use of each Lodge, and it is the Lodge responsibility for its contents and its security.

All enquiries regarding lockers should be made to the Secretary of the Centre.

19. LODGE/CHAPTER ROOM EQUIPMENT

The Main Temple and the Essex Suite are fully equipped for Lodge, Chapter and Other Orders meetings.

Portable items, such as gavels, plumb rules and levels, and letters, ropes etc. in the case of Chapters should be properly locked away by the Tyler/Janitor of your Lodge.

The Temples have various ornaments belonging to the Centre, and should at no time be moved without permission.

Any equipment damage may result in the Lodge, Chapter, or other Order being charged for a full replacement cost.

20. LODGES OF INSTRUCTION, GPC & OTHER COMMITTEE MEETINGS

The current charges for Lodge of Instruction accommodation is as follows :-

1.	Main Temple	£16.00
2.	Essex Suite	£13.00
3.	Ante Rooms	£11.00

Lodges of Instruction are required to make payment for their accommodation, either

- (a) For each evening they meet, or
- (b) Quarterly or half yearly in advance

No food or drink should be taken into the Main Temple during Lodge of Instruction.

Lodges and other Orders may hold an LOI on a Sunday, but with prior arrangement with the Secretary.

21. LOST PROPERTY

Lost property in the first instance, should be handed to the bar staff of the Centre, who will ensure that it is passed to the Secretary as soon as possible to be locked away until the item is reclaimed.

Lost property will only be kept for 3 months, after this time it will be disposed of, or offered for sale.

Where the item(s) can be identified the Lodge Secretary will be notified, who should arrange for the lost item to be collected as soon as possible.

22. MEETING INFORMATION PACK

This will take the form of any appropriate information to be brought to the attention of the Lodge.

23. MESSAGES AND MOBILE TELEPHONES

Messages will be taken at the Centre and will make every effort to ensure that they are passed to the appropriate person.

Mobile telephones **must be switched off** before entering the Temples for your Lodge meetings.

24. POST

We aim to respond to all letters and enquiries, other than dining details, as quickly as possible.

If you have not received a response to any communication, please telephone the Secretary of the Centre. Post received at the centre addressed to the Secretary of a Lodge or a Member of a Lodge will not be forwarded, but will be placed on the designated Notice Board in the Ante Room for collection.

25. REGALIA FOR SALE

The Centre does not hold any stock of ritual books or regalia. If you have an item you wish to sell, you can place an advert on the notice board at the centre, subject to the approval of the Secretary of the Centre.

26. ROOM ALLOCATION

Where two Lodges meet on the same day, the allocation of the Main Temple and the Essex Suite for the Lodge meetings will be made in accordance with the numbers expected to attend each Lodge meeting. As a guide the Main Temple can comfortably accommodate 120 members and guests, and the Essex Suite up to 45 members and guests. and the same with the dining arrangements. The Chingford Masonic Hall will take additional bookings for the main banqueting hall or the Essex Suite for other functions such as weddings, Ladies Festivals etc, provided there is only one Lodge meeting on that particular day, the Secretary of that Lodge will be advised by letter of alternative dining arrangements on that occasion, subject to the numbers expecting to attend, so that an amicable arrangement can be reached to accommodate both parties.

Should a Lodge be planning to celebrate a special event, Centenaries, Banner Dedications, Re-Dedications (this list is not exhaustive), where numbers are expected to be unusually high, the date of your celebration must be notified to the Secretary of the Chingford Masonic Hall, at least 12 months in advance to ensure that adequate accommodation can be provided.

27. SECRETARY/TREASURER DETAILS

Lodges must ensure that the Secretary of the Chingford Masonic Hall is notified as soon as possible of changes to the name and address, email address, and telephone number etc. of the Secretary or Treasurer. Should a change be immediate due to circumstances beyond the Lodge control, the Centre would appreciate immediate notification, so as to avoid causing distress or embarrassment should the centre make contact to the Secretary or Treasurer currently held on its records.

Failure to notify the Centre of the Change of Secretary of aLodge could result in important communications not reaching the Lodge in reasonable time.

28. SECURITY

The Chingford Masonic Hall has a security entrance system.

To obtain entrance to the Chingford Masonic Centre, you need to enter your Lodge number on the numeric panel, and press the "hash" (#) key. The door will release activate and a green light on the panel will be displayed, you will then be able to access the building.

The centre has now been equipped with additional CCTV for your added security, and there are cameras situated at the front and rear entrances of the centre, and the front car parking area.

29. SMOKING POLICY

By Law, smoking is not permitted anywhere in the Chingford Masonic Hall.

If you wish to smoke, then you must do so outside the building, and put out your cigarettes in the receptacles provided. **Please do not throw your cigarette ends on the floor**

30. STORAGE

Lodge Banners:

Due to the restriction of storage space, Lodge Banners and any other Lodge items contained in boxes, other than the lockers already provided by the Chingford Masonic Centre, is not permitted in the storage area at the back of the main Temple or in any other area in the Chingford Masonic Centre.

Lodge Banners may be hung along the side wall of the Storage Room, and Lodges are to ensure that their Lodge Banners are suitably protected against any damage. Any boxes or containers, other than the designated lockers, placed in the storage area will be removed, and the Lodge Secretary contacted to make arrangements to have the item collected from the Chingford Masonic Centre.

Display Items:

With the lack of wall space, and while every effort has already been made to accommodate a limited number of framed artefacts of distinguished people, eminent members and other items of interest in both the Lobby area and Ante Room. Further items are not to be hung in the Chingford Masonic Centre without the specific written authority of the Secretary of the Chingford Masonic Centre. Items that are hung in the centre without this permission will be removed.

31. SUMMER OPENING TIMES

The Chingford Masonic Hall has in previous years been closed during the month of August, however, the centre will now be open to accommodate, wedding receptions and other functions.

32. SUMMONSES

The Secretary of the Chingford Masonic Centre will require a copy of every Lodge summons in advance of their meeting. This will assist in maintaining the correct meeting dates for all the Lodges on the Year Planner kept at the centre.

33. TERMS AND CONDITIONS

This information sheet forms the basis on which the Centre deals with Lodges, Chapters and Other Orders meeting at the Chingford Masonic Hall.

No alteration or amendment will be allowed unless agreed in writing by the Company Secretary of the Centre. All Lodges/Chapters and Other Orders who have designated the Chingford Masonic Hall to hold their regular meetings, are required hold their meetings at the centre and dine.

Should a Lodge/Chapter or Other Order decide to hold a "one off" meeting at another venue, this

must, in the first instance be put in writing to the Secretary of the Chingford Masonic Hall and submit a copy of their summons for that meeting.

34. WINE ORDERS AND WINE LISTS

The Stewards at the Chingford Masonic Hall will provide you with a wine list for your Festive Board.

All drinks wholly or partially consumed, including any bottles partially opened, will be charged for. Full Credit will be given for all bottles returned in a properly sealed condition.

Unused bottles should be left on the Bar so that the Stewards can ensure that you are properly charged for the wine consumed.

If your Lodge has a "free bar" for its members and guests after your Lodge meeting, you must ensure that your bar bill is settled by the end of the evening.

35. LODGES & CHAPTERS FAILING TO MEET AS A RESULT OF POOR WEATHER

(a) A lodge or chapter unable to meet for a regular meeting at which there is no critical business simply declares the meeting "**ABANDONED**" but **MUST produce minutes** for that meeting, recording the abandonment thus "*the meeting of the lodge/chapter was abandoned as insufficient brethren/companions were present to open the lodge/chapter, as a result of poor weather conditions*".

This stratagem may be employed as such, without brethren struggling through snow to discover they cannot meet. Alternatively a retrospective dispensation can be issued to re-arrange the meeting within 28 days of the original date.

(b) **The word "CANCELLED" must not be employed (Rule 137) as this might endanger the continuity of the lodge/chapter.**

(c) If a lodge/chapter failing to meet has as a result been unable to conduct **ELECTIONS**, these elections are carried forward to the next regular meeting, but should be repeated on the summons for that meeting. The anticipated business consequential upon the elections can then take place immediately after the elections at that same meeting.

(d) If an **INSTALLATION** could not take place because of abandonment, the (in the Craft) Rule 108 is invoked, to move the installation to the next regular meeting - if within the period stated in Rule 108 and appears on the summons for that meeting. The qualification of Wardens for future Mastership is not endangered as long as they are invested at the same meeting at which the Master is installed (Rule 109).

In the Royal Arch there is already provision for the installation of absent Principals.

(Andrew Bishop - Provincial Secretary - 1/2010)

Please notify the Secretary at the Chingford Masonic Hall if your lodge or chapter are unable to hold a regular meeting due to inclement weather or any other reason. If you have booked your menu with the caterers, they too should be advised.

36. SUNDAY OPENING

The centre will be open on a Sunday mornings to accommodate Lodge/Chapter or Other Orders LOI's by prior arrangement with the Secretary. The current Charges for Lodge LOI accommodation is referred to under Item 20 of this notice. The centre will also be available on a Sunday for other functions, please contact the Secretary should you wish to make a booking. The authorised bar opening times are 12.00 (mid-day) to 22.30 p.m.

BY ORDER OF THE BOARD OF DIRECTORS

Allan de Luca, Company Secretary,

Chingford Masonic Hall Company Limited - 1st March 2010

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