



TERMS AND CONDITIONS OF USE
Regular & Lodge of Instruction meetings

1. It is the responsibility of each Lodge, Chapter etc. to leave the Temple and the dining room in a tidy and fit condition ready for other users (except following a Festive Board in the dining room). The Temple is to be left set up as for a Craft meeting unless agreed otherwise.
2. No food or beverages are to be brought onto the premises. No food or drink is to be taken into the Temple unless for use as part of the ritual.
3. No rebates will be given for a cancelled Lodge of Instruction during the booking period. (see item 4 below). However, if you wish to cancel a particular day please give notice in writing (by either letter or email) to the Hall Manager, Mrs Jackie Firmin (if by email to jfdiver@live.com). This will greatly assist her in maintaining appropriate staffing levels.
4. The minimum Lodge of Instruction booking period is from 1st September through to 31st May. Your L of I will be booked in for the same day each week throughout this period. You will be expected to pay for a weekly Lodge of Instruction meeting during this period (unless the date falls on a Public Holiday or OMH Limited have the need to cancel as in condition 5.
5. Further bookings can be arranged and booked in the usual way though the Hall Booking Secretary Brian Smith at b.s.smith@sky.com. Details of charges for one off bookings and all other charges can be found in the Orsett Masonic Hall Hire Chage Guide on our website.
6. Occasionally, Orsett Masonic Hall may need to cancel a booking for an L of I where there is a social function booked for the same evening. In these circumstances, any fee paid for the L of I room will be refunded in full. Notice of the cancellation will be given to the secretary of the Lodge(or other contact provided by the Lodge) at least 5 days before the date of the meeting.
7. In late August/early September the Booking Secretary will publish on the Orsett Masonic Hall website the booking schedule showing all meetings and L of I's that have been booked. The Orsett Masonic Hall website can be found at www.omhl.co.uk
8. A Lodge of Instruction using the Temple cannot start, and the members must wait, until any formal Lodge meeting taking place in the Temple has both finished, and the Lodge belongings have been cleared away. Access to the Temple cannot be had until such time. Members of the L of I should not wait in the ante room.

9. To enable the Hall Manager to provide adequate staffing levels, please advise her of the approximate number attending at least one week prior to a meeting.

10. The booking of numbers for any Festive Board and the choice of menu together with the payment should be dealt with by the lodge direct with the caterer, Damon Godding. At the same time as confirming the numbers to the caterer, please also confirm them to the Hall Manager.

11. Invoices for any drinks charged to the Lodges account must be paid on the night.

12. Lockers provided by Orsett Masonic Hall for use by lodges, Chapters etc. remain the property of Orsett Masonic Hall. Lodges, Chapters etc. will be given access to their lockers on the day of their meetings and L of I's. after such, the lockers will be secured by a member of staff.

13. For a member of staff to be able to give a borrower lodge access to an owner lodge locker, written confirmation from the Secretary of BOTH lodges must be received by the Hall Manager Jackie Firmin, E-mail jfdiver@live.com at least two days before access is required.

An E-mail or letter must be received stating that the owner lodge is in agreement for their cupboard to be opened allowing use of the owner lodges equipment for a particular meeting or period by the borrower lodge.

An E-mail or letter must be received from the borrower lodge stating they accept responsibility for the equipment to be used and the safe return of the equipment to the owner lodge cupboard afterwards.

These measures must to be in place prior to the meeting or period of loan for access to be permitted.

OMH will not be held responsible for the loss, damage or misplacement of any equipment.