



Radcliffe Masonic Association Ltd

Radcliffe Masonic Hall, 110 Bury New Road, Brightmet, Bolton, BL2 6QU

Booking Manager: Tina Duckworth ☎ 01204 535550

Requested Day & Date of Hire: (As agreed by the Booking Manager)

Time of Hire: fromam/pm toam/pm **(Midnight Finish)**

Please advise how you heard about our Hall

Name of Hirer: Contact Name:

Contact Phone Numbers (Daytime) (Evening)

Contact Address:

.....

Post Code: Contact E-mail Address

Type of Function: Number attending: **(100 Maximum)**

Bar facilities requested: Yes Catering arrangements: None / Hall Caterers

The Hall Caterers have sole Catering Rights and must be used where Catering is required

Hire charge of £ payable in full within fourteen (14) days of confirmation of Booking

Hire of the Hall is subject to our Conditions of Hire and your particular attention is drawn to Conditions 4 and 12

I have checked and agree that the above details are correct and I have read and agree to the Conditions of Hire

Hirer: Date:

Booking confirmed on behalf of Radcliffe Masonic Association Ltd

..... (Booking Manager) Date:

Hire charge of £ paid Date:



Radcliffe Masonic Association Ltd

The Radcliffe Masonic Hall Conditions of Hire

1. The Hall must only be used by the Hirer stated on the Booking Form, and for the purposes and within the times stated on the Booking Form. The Hall must not be sub-let.
2. The Hall must only be used for Private Functions, i.e. where admission is by invitation only or where tickets are sold by private circulation and not open to the general public. Tickets must not be sold or money 'tendered at the door'.
3. The hire of the Hall includes the upstairs dance hall and bar area, upstairs toilets, stairwell and entrance from the Car Park. It does not include any other room, as, whilst the Hirer will have private use of the upstairs rooms, there may be occasions when the Hirer will not have exclusive use of the building, because the downstairs rooms may be used for Masonic purposes.
4. The Hall Caterer must be used for all catering requirements.
5. **The charge for the hire must be paid in full within fourteen (14) days of confirmation of booking, or within five (5) days if booking by telephone. If not so paid the letting may be declared void and the Hall re-let. If the booking is cancelled by the Hirer more than six weeks prior to the hire date, a refund of 50% of the charge will be made, however, no refund will be made withi six weeks of the hire date.**
6. The Hirer must notify the Booking Manager of the number of attendees at least two weeks prior to the event. Under no circumstances must the number of attendees in the building at any one time exceed 100.
7. Any special requirements regarding wines etc. should be notified to the Booking Manager at least four weeks prior to the hire date. If reasonably possible the Booking Manager will try to ensure that special requirements regarding wines etc. are accomodated, however no guarantee can be given on this point.
8. With the exception of gifts and raffle prizes, no drinks must be brought on to the premises. All drinks consumed on the premises must have been purchased at the bar.
9. The Hirer must ensure that all fire exits are kept clear of obstructions at all times.
10. Attendees parking their cars on the Car Park do so at their own risk. The Radcliffe Maonic Association Ltd. does not accept any responsibility for any loss or damage whatsoever and however caused to any vehicle or its contents.
11. Attendees may park their cars on the Car Park for the duration of the function only. Vehicles must not be left on the Car Park overnight. Any costs associated with removing vehicles left on the Car Park beyond the duration of the function will be charged to the Hirer.
12. The Radcliffe Maonic Association Ltd. does not accept any responsibility for any loss or damage whatsoever and however caused brought in to the Association's premises or Car Park. This includes any materials, equipment or other property brought on to the Association's premises or Car Park by paid or unpaid Entertainers etc.
13. **The Hirer will be held responsible for the noise level of the function and the behaviour of all attendees. The Hirer must ensure that there are no disturbances or noise levels likely to be of annoyance to the neighbours of the Hall.**
14. The Hirer will be held responsible for any damage or loss caused by attendees to the Hall, its fixtures, fittings, furniture, equipment, decorations etc. The Hirer will reimburse the Association all costs incurred in repairing such damage or replacing such equipment that is lost.
15. The Hirer must ensure that attendees are aware of these Conditions of Hire, insofar as they may appertain to them.