

**Confirmation of booking:**

Hire Fee £..... Deposit £..... Balance £..... Total £.....

Wedding Package to be included with the booking.....

Hirers Signature.....Print Name.....

SMC Representative..... Print Name.....

Position.....

Dated this.....day of.....20

SAMPLE

Version - June 2021

**Draught Beers:**

- Marston's Smooth Bitter
- Draught Guinness
- San Miguel
- Carlsberg Pilsner
- Wainwright Golden Bitter
- Kingston Press Cider
- Kingston Press Wild Berry Cider



## Swinton Masonic Hall

Hospital Road, Pendlebury M27 4EY  
Telephone 0161 794 5377

Email: enquiries@swintonmasonichall.co.uk

### HIRING AGREEMENT FORM



**Stewardess: Mrs. Kim O'Connor, Hall + Option 4 - Mobile 07723 051074**  
**Booking Secretary: Mrs. Pam Pearson, Hall + Option 1 - Mobile 07944 721241**

This Hire Agreement is made between the Hirer and Swinton Masonic Club Limited ("the Club") (who are authorised to enter into and manage arrangements for the hire of Swinton Masonic Hall).

I (Full name).....

Of (Full address).....

SAMPLE

Postcode.....

Telephone..... Mobile.....

Email.....

(Hereafter called "the Hirer") agree to hire a room or rooms (hereinafter called "the Room") at Swinton Masonic Hall, Hospital Road, Pendlebury M27 4EY ("the Hall")

For use on the.....day of.....20

between the hours of .....and..... at the under mentioned charges and subject to the conditions of hire listed on pages 2 and 3 of this document.

The Rooms: Private use of the Ground Floor Ballroom, Bar Lounge, Kitchen, Hallway & Toilets Melrose Room, Meeting Room, First Floor Bar & Lounge, Kitchen & Toilets, Lodge Room.

Type of function.....Setting up arrangements.....

Door Security on Entrance Required.....

Use of Kitchen charge £100.00.....Table cloth hire at £4.50 each .....

Drinks required..... Wine.....

Room dressing - Chair Covers..... Chair Bands..... Table Dressings.....

Tables and set up.....

Entertainment - In House DJ.....Own DJ ..... Documents 7 days before event.

Catering - In House Caterer.....Own Caterer.....(See note 17 of terms & conditions).

**THE FOLLOWING CONDITIONS OF HIRE MUST BE ACCEPTED BY THE HIRER AND REQUIRE TO BE STRICTLY OBSERVED.**

1. The Hirer will have Private use of the rooms as specifically stated above.
  2. Hirers must be aware that the Hall has a Premises License and is subject to the Licensing Act 2005 where, when the bar is open for the sale of alcohol, no person under the age of 16 years can be in the bar area unless accompanied by a responsible adult. The Hall operates a Challenge 25 scheme, where on attempting to purchase alcohol, proof of age and identity may be required, failure to co-operate may result in exclusion from the premises. Children on the premises must be adequately and properly supervised by a responsible adult at all times.
  3. 50% of the charges ("the deposit") shall be due and payable on the signing of this Agreement. **The balance of the charges is payable not less than 90 days before the date of the function** and if not so paid the hire may at the discretion of the Club be cancelled by notice to the Hirer and the Room may be re-let. Should there be such a cancellation the deposit is not refundable unless the Room is re-let.
  4. The Room shall not be used for any other purpose or for a longer time than is herein expressed, and shall not be sub-let or shared. **Functions held on Saturdays must cease at 11.30 p.m. and be cleared by 11.45 p.m.**
  5. All dances held at the Hall are to be private or for charitable organisations and there must be no sale of tickets otherwise than by private circulation. In any public advertisement thereof there shall be included the words "Tickets may be obtained only from any member of the organisation promoting the dance". Under no circumstances shall tickets be sold or money tendered at the entrance to the Room or on any part of the Hall.
  6. A draft of the proposed ticket of admission for any dance shall be submitted to the Secretary for approval, **prior** to any printing or distribution thereof.
  7. **The permitted numbers are not to exceed 200 for the Main Hall, 50 for the Ground Floor Bar Lounge and 100 for the First Floor Bar Lounge & 95 in the Melrose Room. Special wines, etc., required for use at any function must be ordered not less than 14 days before the event from the Stewardess or Booking Secretary. All other wines are to be purchased from the Bar.**
  9. No intoxicating liquor or other beverages shall be brought by the Hirer, nor shall the Hirer permit any person attending or present at the function whether as a guest or in any other capacity whatsoever to bring intoxicating liquor or other beverages into the Rooms or the Hall. Under no circumstances shall intoxicating liquor be brought or taken by any persons into cars or the car park for the purpose of sale or consumption.
  10. Access to and egress from the Hall must be kept clear of parked cars and the Hirer shall ensure observance of a **speed limit of 5 miles per hour** within the confines of the car park.
  11. The hiring of the said Room does not include the use of any portion of the Hall Premises not so hired.
  12. The Hirer hereby agrees and undertakes:
    - (a) Should any damage whatsoever be done to the Hall, the Room or to the Works of Art, Forms, Chairs, Tables, Lamps, Windows, Doors, Glass or Decoration therein, or to the musical instruments therein, or to any other part of the said Hall or Room or any other property of the Club or the owners of the Hall, the Hirer will indemnify and pay on demand to the Club the full amount necessary to make good such damage or to replace any such items as may be lost, stolen or damaged beyond repair
    - (b) to ensure that Patrons do not leave [and subsequently return to] the Hall during the course of the function without good cause.
    - (c) not to make or permit to be made any alterations either to the interior or exterior of the Rooms or the Hall without the prior written consent of the Hall Secretary.
    - (d) not to make or permit any decoration to the Rooms or the Hall which affect or interfere in any way with the fabric of the building.
- (e) to arrange for suitable persons to act as stewards to ensure the proper fulfilment of these conditions and to regulate the admission of persons to the premises and their behaviour and the use of the car park.
  - (f) not to permit any person to stand on tables, chairs or equipment, or to smoke in any part of the Hall.
  - (g) to ensure compliance by the Hirer and persons attending the function with all relevant provisions of all licences and permissions held by the Club including but not limited to those relating to noise/ sound levels before, during and after function and to indemnify the Club in respect of any costs or other consequences resulting from any breach thereof.
  - (h) to take all necessary steps to ensure the health, safety and welfare of persons attending the Hall before, during and after the function.
13. The keys to the Rooms shall remain with the Club, [except by special arrangement] or their agents and such persons shall have free access to the Rooms at all times for the purpose of ascertaining whether the conditions herein contained are duly observed, and for the protection of the Hall.
  14. In case any breach of the peace or disturbance shall take place, or appear likely to take place, or if any damage shall be done, or appear likely to be done, the Club or their agents, with such other persons as they may call in shall have full power to enter the Room, and forthwith to expel as trespassers any persons responsible or any person who shall or whom it is expected may join in any such breach of the peace or disturbance or cause any damage. In such event the Club or their agents shall be entitled to terminate the function without compensation and require that the Room be vacated.
  15. Where this agreement relates to more than one hiring, then in the event of the Hirer failing to observe any of the hire conditions imposed by the Club on the occasion of any one of the functions to which this Agreement relates, the Club shall be at liberty to determine, without payment of compensation to the Hirer, any hiring which at that time has **not** taken place.
  16. The Club do not accept liability for any loss of, or damage to:
    - (a) any property which the Hirer or any other person may bring into the said Rooms in connection with this hiring or otherwise.
    - (b) any vehicles used or left on the car park or forecourt.
- NB: Hirers are advised to make their own insurance arrangements**
17. The Hirer is responsible for all catering arrangements for the function. It is recommended that all persons connected with the catering of food should have the Chartered Institute of Environmental Health, Foundation in Food Hygiene Certificate and be **adequately and suitably insured as a catering business and be registered as such with the Local Authority**. A £100 charge is required from all Hirers who require the kitchen/s and do not use caterers approved by the Club.
  18. All cheques to be made payable to **Swinton Masonic Club Limited** and forwarded to the Booking Secretary or the Stewardess at the Masonic Hall.
  19. **Cancellation:** All cancellations by the Club or the hirer must be put in writing.  
**By the Club:** the Club may by notice to the hirer, cancel any hiring if any of the following events shall occur namely: In the event of the accommodation being closed, in consequence of any calamity, royal demise, epidemic, fire, act of God, war or its consequence, or not being available for the function in consequence of the withdrawal or suspension of any licence, or by reason of any alteration, or other work required to be done by the licensing or other authority or by reason of any combination, or any strike or lockout by any member of the workforce interfering with the efficient working of the accommodation, or from any cause whatsoever not within the control of or not occasioned by the default of the Club.  
Upon such cancellation, the Club shall not be liable to the hirer for any loss or damages whatsoever arising from such cancellation.  
**By the hirer:** see note 3.

**NOTE: Any date discussed between the Hirer and the Club prior to the dating and signature of this Agreement is provisional only and may be cancelled by the Club at any time prior to signature of this Agreement by the Hirer and payment of the 50% deposit.**