

**FREEMASONS' HALL, ARTHUR SQUARE.
TERMS AND CONDITIONS OF USE OF ROOMS BY LODGES.**

For Lodge read, Royal Arch Chapter, Preceptory, Council of Knight Masons, etc. as appropriate.

1. Rooms are allocated by the Trustees in their absolute discretion and the Lodge shall have no entitlement to meet in a particular room.
2. The Lodge is permitted to occupy such room as allocated by the Trustees for the sole purpose of holding its regular monthly meetings and for no other purpose whatsoever.
3. The Trustees shall issue to the Lodge in September of each year an invoice for the Room Reservation Fee (as determined from time to time by the Trustees with the sanction of the House Committee) for use of a room together with the required contribution towards insurance premiums. This invoice must be paid in accordance to the stipulated date on the Room Reservation Fee invoice.
4. If the Room Reservation Fee invoice has not been paid in accordance to the stipulated date the Lodge will not be permitted to hold any further meetings in the Hall until full payment is received.
5. Without prejudice to clause 4, in the event that the Lodge fails to pay the annual fee or any other sums due pursuant to these terms and conditions by the date on which same shall become due the Trustees shall be entitled to charge interest on such sum at the rate of base rate plus 2%, calculated from the due date to the date of actual payment thereof.
6. The Lodge shall provide to the Trustees by 31st December in each year the names and full residential addresses of all of their members. These details may be passed by the Trustees to Donegall Masonic Club for Club registration purposes.
7. If the Lodge wishes to hold meetings additional to their regular monthly meetings, a written request must be made to the Trustees specifying the proposed times and purpose of the said meeting giving at least 7 days prior notice and if a room is available the Trustees may in their absolute discretion allocate a room for the said meeting subject to the Lodge paying, at least 2 days before the said meeting, the additional fee if demanded (as determined from time to time by the Trustees with the sanction of the House Committee).
8. The Lodge shall keep and maintain the room in a clean and tidy condition and shall not carry out any decoration or make any alterations or additions to the room whatsoever.
9. The Lodge shall not do or permit or cause to be done anything which would cause interference or damage to the fixtures, fittings, equipment or furnishings in the room or any other part of the Hall and the Lodge shall be responsible to repair or replace with similar articles of at least equal value, if the Trustees so require, any of the fixtures, fittings, equipment or furnishings in the room or any other part of the Hall which are damaged or destroyed due to any act or omission of the Lodge.
10. The Lodge shall not do or permit or cause to be done any act matter or thing in the room or any other part of the Hall by reason or in consequence of which any policy of insurance in respect of the Hall would or might be prejudicially affected or which would or might constitute a breach of any statutory requirement affecting the Hall.

11. The Lodge shall not bring or permit or cause to be brought into the room or any other part of the Hall any food which has not been prepared by and purchased from the Catering Service Provider appointed by the Trustees to provide meals in the Hall. Reservation of a dining room is required separately from that of a meeting room and must be booked directly with the Catering Service Provider under their conditions.
12. The Lodge shall not bring or permit or cause to be brought into the room or any other part of the Hall any drinks (whether alcoholic or otherwise) which have not been purchased from the Donegall Masonic Club.
13. The Lodge shall provide to the Trustees on request written reasons if the Lodge does not use the facilities provided in the Hall by the Catering Service Provider or the Donegall Masonic Club.
14. The Lodge shall not use the room in any way as to cause any nuisance, damage, disturbance, annoyance, inconvenience or interference to the Hall or any adjoining or neighbouring property or to the Trustees or the owners, tenants, occupiers or users of the Hall or such adjoining or neighbouring property.
15. The Lodge shall not impede or obstruct in any way the Trustees in the exercise of their rights of possession and control of the room or any other part of the Hall and the Trustees shall be entitled to enter the room at any time to inspect same and to ensure that these terms and conditions are being faithfully kept, observed and performed.
16. The Lodge shall abide by and observe such rules and regulations as the Trustees or the House Committee may make and which are notified to the Lodge from time to time governing the Lodge's use and occupation of the room.
17. The Lodge shall take such precautions as the Trustees or its insurers may require so as to ensure the security of and to protect the Hall and shall maintain such arrangements as are required by the Police Service of Northern Ireland or the Northern Ireland Fire and Rescue Service.
18. The Trustees shall not be liable for any injury or damage to any property or other liability incurred by the Lodge or its members and the Lodge shall indemnify the Trustees from and against all actions proceedings costs claims and demands in respect of any damage or liability caused by or arising from the use or occupation of the room by the Lodge.
19. In the event of the Lodge being in breach of any of these terms and conditions (in the case of any breach being capable of remedy, after notice by the Trustees requiring the breach to be remedied and the breach not being so remedied within a reasonable time) the Lodge will not thereafter be permitted to hold any meetings in the Hall and the Trustees shall be entitled to forfeit and retain any sums paid by the Lodge regardless of whether or not there is any unexpired period to which the payment relates.