

Friday 15th April 2005



SOUTHEND MASONIC CENTRE LIMITED

FREEMASONS' HALL • WOODGRANGE DRIVE • SOUTHEND-ON-SEA • SS1 2SD

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Secretaries - Booking Guidelines

- 1. Estimated numbers for meetings need to be sent to the office two weeks prior to the meeting date. Should estimated numbers not be received then we will have no option other than to use the numbers from the corresponding previous year's meeting.**
- 2. Your Menu requirements must be received by the office no later than 7 days prior to the meeting date. Should the Menu not be received within this timeframe then we cannot be held responsible for not being able to provide your specific dishes.**
- 3. All menu details should be sent to the office in the format of the 'Meeting Requirements Form' enclosed, or via some other written format, e.g. e-mail, fax or letter. Please note the information required on the 'Meeting Requirements Form', so that all the necessary details are submitted to the office. The only exception is when Menu details have been pre-arranged with the General Manager.**
- 4. Final dining numbers must be confirmed no later than 24 hours prior to the meeting - any alternatives meal requirements must also be stated at that time. Should final numbers not be received then we will assume the estimated number is correct. We will endeavour to provide last minute alterations on the day of your meeting but these meals will be charged for in accordance with the Festive Board Menu prices.**
- 5. Once final numbers have been received, should dining numbers reduce then we will allow: e.g. 1 diner (tolerance) not to be charged when dining less than 20; and 2 diners (tolerance) when dining over 20, after that 1 diner (tolerance) for every complete 25 diners. Should numbers reduce more than the tolerance amount they will be charged per capita at the meal price. Should dining numbers increase within 24 hours of the meeting then we cannot guarantee that the full ordered Menu will be available.**
- 6. Should the dining start any later than 15 minutes after booked then we cannot be held responsible for any deterioration of food quality. We will also charge for additional staffing costs should dining times be extended. Brethren using the Chapter Room should allow at least 15 minutes laying-up time for staff, once the tables have been put into place. The dining time stated is when food will commence being served; therefore Brethren need to be seated at that time. Please bear in mind you need to allow 5-10 minutes to call Brethren to the table.**
- 7. When a fish alternative meal is requested then salmon will be provided as standard. Should Brethren prefer any other type of fish please advise us at least 24 hours in advance. Brethren requiring alternative starters or sweets on the evening will cause the Lodge to be charged at the standard price.**
- 8. It will assist all of us if you provide us with a Table Plan at least 24 hours prior to your meeting or at least by early morning on the day of the meeting.**
- 9. All meal requirements can only be taken from the Secretary or Asst. Secretary and not from individual members (even on the night).**