



December 2016

MMH – Guideline for Users

1. Storage Facilities

Storage facilities are provided adjacent to dining rooms and temples. Please remember that briefcases, coats and regalia cases should only be placed in the lockers provided.

2. Fire Evacuation Instructions

Copies of the Fire Evacuation Instructions for Mark Masons' Hall have been placed in all the Temples and Dining Rooms with the Exit Routes indicated on the reverse. Lodge Secretaries are reminded that they must read out these instructions before every meeting or function.

Secretaries are also requested to inform the Duty Door Staff if they learn of any person attending a meeting or function who suffers from any disability so that such a person can be provided with a Personal Emergency Evacuation Plan.

3. Rooms – Bookings and Allocation

The allocation of all rooms within Mark Masons' Hall, 86 St James Street, is administered by the 86StJames Ltd, Catering Office. ([0207 747 1185](tel:02077471185))

The Committee Room is available as in previous years and may be booked through the Offices of 86StJames Ltd (Catering). ([0207 747 1185](tel:02077471185))

LO I's , CO I 's, etc

The bookings of all meetings of Instruction (LOI's, COI's, etc) are also administered by the Catering Office. To make a booking please email your required dates to info@86stjames.com.

We will respond to requests confirming the booking of all available dates.

The meetings (LOI's, COI's, etc) held at MMH will be invoiced monthly and issued at the beginning of each subsequent month.

Table Plans

Following a review of available dining space and a desire to provide your lodge with maximum comfort when dining at Mark Masons' Hall, we would request that Secretaries submit any proposed table plans for discussion along with the menu booking two weeks prior to the meeting date.

Vacating of Dining Rooms

May we respectfully remind all diners that, dining rooms are only available until 9.30 pm. Units that require a dining room past this time may only do so by prior arrangement with the Catering Department. These extensions may be subject to a surcharge dependent on the circumstances.



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4. Temple Hire Cost

- Temple hire charges are raised against the bookings units hold with MMH. The charge will be raised regardless of attendance and we would strongly advise units to manage their bookings in order to avoid unnecessary charges.

Our current Temple Hire costs are as follows:-

	Craft	Royal Arch	MMH and Other Orders
Gutenberg Temple	£ 165.00	£ 165.00	£ 99.00 (40% discount)
All other temples	£230.00	£165.00	£ 138.00 (40% discount)

Committee Room

- The charge for the hire of the Committee Room will be £50.00
- The charge for the hire of the Boardroom Room is £45.00 for MMH orders and £66.00 for all other orders

Lodges of Instruction

The charge for a Lodge of Instruction Meeting will be £27.00 per meeting

Lockers – Banners – Storage Boxes

- The annual rental for lockers and the storage of banners and boxes is £27.00

5. Electric Pianos

Electric pianos are available for every dining room. Please ensure that when a piano is required at the Festive Board the appropriate request is indicated on the Booking Form. Those units employing professional singers/entertainers to perform at the Festive Board are requested to inform the Catering Office when booking to enable, where possible, a suitable size room to be allocated.

6. Summons / Agenda

Secretaries are required to send their Agenda / Summons to the Catering Office info@86stjames.com

7. Use of Mark Masons' Hall – Contractual Obligations

Masonic units meeting at Mark Masons' Hall are expected to also dine here. Units can seek dispensation on occasions as well as on a permanent basis. Such dispensations will be granted at the discretion of the Hall.

Units wishing to terminate their tenancy and to meet elsewhere are required to give a minimum of three months' notice of such intention in writing to 86StJames Ltd. All fees and charges are compiled on the basis that the number of units meeting here will be doing so for the whole of the Masonic session which commences on the 1st September and terminates on the 31st August. This is a contractual agreement between Mark Masons' Hall to provide the amenities and services the unit requires, and the unit to purchase those services and to make use of the amenities for the period stipulated.



8. Catering

The following important points must be observed when ordering meals:

Date in relation to the Event	2 Full weeks prior to the event	1 Full week prior to the event	1 Full week prior to the event	2 Full working days prior to the event	2 Full working days prior to the event	1 Day prior to the event
Booking requirements	<i>Lodges must select menu and indicate provisional numbers. This must be done in writing.</i>	<i>Table plans must be submitted for review by the Catering Office.</i>		<i>Final numbers along with any dietary requirements must be submitted.</i>		
Penalty in case of failure of advise	<i>A £5.00 surcharge per diner will be levied after this point.</i>	<i>86 St James will draw up a table plan after this point. This will not be negotiable.</i>	<i>In case no booking is received in writing a surcharge of £10.00 per diner will be levied after this point.</i>	<i>No reduction of numbers or requests for dietary requirements will be actioned after this point.</i>	<i>If no booking is received the lodge's dining will be cancelled and no catering will be made available.</i>	<i>If no booking is received the lodge's meeting will be cancelled and no temple will be made available.</i>

- (a) The number dining can be amended any time up to 10.00 am TWO (2) clear WORKING days prior to the meeting when the final number dining must be confirmed. For those units meeting on Mondays the final number MUST be confirmed by 10.00 am on the Thursday preceding.
- (b) 86 St James will waive the short cover charge of one meal for every ten meals booked. The short cover charge will be £20 or 50% of the meal cost agreed per short cover, whichever is the greatest.
- (c) The minimum number for dining and for which the unit will be invoiced will be ten (10) covers. Units dining with 11 or less covers will not be offered access to the full menu range due to the increased cost incurred when cooking for smaller groups. Should such units like to choose options other than the menu of the month an additional charge of £5.00 per cover will be applicable.
- (d) At Christmas and other holiday periods, but not at normal weekends, special arrangements will apply with units judged to be affected.
- (e) It is the responsibility of the dining secretary of the unit concerned who is authorized to order the meal to ensure that the final number dining is communicated to the Catering Office of 86StJames Ltd two clear working days prior to the date of the meeting. There are no exceptions to this requirement and any shortfall in the final number will be invoiced to the unit for payment at the short cover cost as per paragraph c. Should units wish the spare meals to be served to those attending then the full charge will apply.
- (f) While we aim to accommodate any potential last minute increase in dining numbers, there is no guarantee we will be able to accommodate any such requests. A maximum 15% increase in dining numbers will be considered by the Catering Department.



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9. Sales of Alcohol / Food Safety Regulations

Consumption of Food and Drink not supplied by 86StJames Ltd is not allowed for reasons of Food Safety. It is a legal requirement that all food and drinks served at commercial premises are controlled by the licensee.

In exceptional circumstances for reasons of diet or religion it may be necessary to allow the heating and service of food and drink supplied by an individual. Such circumstances can only be permitted with the explicit authority of the Catering Manager or in his absence the Deputy Catering Manager. Should such approval be granted then staff must be briefed as to the requirement and the individual supplying and consuming the Food or Drink must sign the relevant disclaimer available from the Catering Office absolving 86StJamesLtd from any responsibility in respect of Food Safety.

The control of wine service and consumption in the dining room is the responsibility of the dining stewards and not the catering team unless specifically requested at the time of ordering. Units who wish to bring in their own wines, spirits, port and champagne are required to pay the corkage charges which are specified in the menus.

10. Bar

The Bar on the second floor is open throughout the day from 11.30 am to 10.30 pm on all days when we have units meeting here. Coffee and tea are served in the Bar from 11.30 am to 5.00 pm and bar food is also available between 12 noon and 3 pm. Please do not take coats and bags into the Bar.

11. Carvery

The Carvery Restaurant is open on most weekdays for lunch from 12.00 pm to 3.00 pm. Booking in advance is advisable to avoid disappointment on busy days. Dress code is smart casual with no jeans, t-shirts or trainers. Mobile telephones should be switched off.

12. Dress Code

I am sure that you understand that we are trying to promote this beautiful building as a club for all of our members and that a smart dress code will only enhance the experience for all visitors. Would you, therefore, please remind your members that smart casual dress with NO jeans, t-shirts or trainers is a requirement when attending any meeting in the building, including Lodges of Instruction. This requirement also applies in the Carvery at lunch time. Please also remind members that drinks should not be consumed in the Temples.



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13. Dining Charges

Our menus change seasonally and the most current menus and charges can be viewed and ordered through www.86hospitality.info

All prices are inclusive of V.A.T.

Every attempt will be made to meet requests for Vegetarian and Special Dietary meals however certain restrictions apply. Please consult the Catering Department who will be happy to discuss suitable menus. Orders for special meals and menu alterations can only be received from the Secretary.

The Secretary is requested to indicate to the duty catering team which brethren are to be served the alternative meals.

Bookings will not be taken over the telephone and regardless of any verbal communication with the Catering Office; all bookings must be confirmed in writing by the Secretary by post or email. Please note we do have a web based booking system that can be accessed at www.86hospitality.info. Bookings/Alterations left on answering machines or sent by email that do not receive a confirmation from the Catering Office should be considered not to have been received.

14. Invoicing/Payment

All units will be issued with an invoice at the end of dining and will be able to settle the bill at that time if desired. An invoice, including the meeting cost will be issued on the night and no further invoice will be sent unless specifically requested.

15. Hiring space at Mark Masons' Hall

Our various rooms and dining facilities can be hired for private functions. Should any of your members wish to hold seminars, conferences, reunions or events of any kind please contact the Catering Office.