



## **Lodge St Margaret No.548**

### **HALL FUNCTIONS**

### **INFORMATION PACK**

#### **Contents:**

- General Information and Conditions of Hall Hiring
- Booking Form (to be completed and returned)
- Copy of Personal Hygiene Form
- Example of Food Safety Sheets
  - Hot Food Temperature Monitoring Form
  - Control of Cross-Contamination Sheet



Thank you for choosing the Lodge St Margaret function hall as the venue for your event. Please note that until the completed booking form is received along with the remittance detailed below and any refundable deposit, your booking remains provisional even though the Management Committee has approved the event.

The following points constitute the standard conditions and requirements for hire of the function hall and kitchen facilities of Lodge St Margaret.

### **General Information**

- The maximum number of persons permissible for a sit down meal is 80.
- The maximum number of persons permissible in the hall for a function e.g. party/disco is 90.
- Members of Lodge St Margaret have the first right of use of the lounge seating area (the Member's Lounge).
- Children attending functions must remain in the function hall. Access to the function hall and toilets are via the Members Lounge. When sanctioned by the bar staff, children are permitted in the Members Lounge during functions.
- There shall be no entertainment featuring nudity (either male or female). Permission for other forms of adult entertainment must be sought from the Management Committee.
- Friday night license is until 01:00am, with last orders at 12:45am.
- Saturday night license is until midnight, with last orders at 11:45pm.
- Sunday night license is until 11:00pm, with last orders at 10:45pm.
- Standard Hall hiring fees: -
  - Mon-Thurs       £30   (7pm till 11pm)
  - Friday           £30   (7pm till 1am)
  - Saturday       £30   (7pm till midnight)
  - Sunday          £30   (no bar minimum hire afternoon/evening)
  - Additional hourly rate: -
    - With bar   £10/hour and
    - Without bar £4/hour
- The above hours include one hour to set-up the hall for a function, preferably the hour prior to the start of the function. However other arrangements can be made by contacting the Hall Let Convener. Telephone number is  
07595-327130 or alternative 0131-331-3927  
Any additional set-up hours will be charged at the additional hourly rate.
- The Management Committee reserves the right to vary the standard hall let fees at their discretion.



- Hall fee payment shall accompany the completed booking form. Payment shall be made by cash or cheque. All cheques shall be made payable to 'Lodge St Margaret'. Please note that until payment with the booking form is received your booking remains provisional.
- The person hiring the hall is responsible for the good conduct of their guests and damage to the premises.
- A refundable deposit is set at the discretion of the Management Committee and is payable prior to the event. This is to mitigate against damage or loss to the premises. Where damage or loss is incurred, the return of all or part of the deposit shall be at the sole discretion of the Management Committee.
- The Bar Steward is appointed by the Management Committee and is empowered to take such decisions and actions as deemed necessary to maintain the good order and safe conduct of the function and those within the premises.
- The 'No Smoking' legislation of the 26<sup>th</sup> of March 2006 is now in full effect within the Lodge premises. This regulation is strictly enforced and any incident contravening the legislation will result in the function being immediately terminated. E-cigarettes cannot be used in the premises.
- A cigarette and cigar disposal bin is available outside the entry to the Lodge.
- Smoking is permitted away from the entrance to the Lodge. Another ash bin is provided at this point.
- All drink consumed on the premises must be purchased from the bar. Persons contravening this will be asked to leave the premises. Where there are special requirements, these can be discussed with the Bar Steward.
- No drink shall be taken beyond the entrance of the premise at any time.
- All buffets are to be set up within the function hall.
- The function hall shall be left in a general state of tidiness at the end of the function.
  - At the end of the function no food shall be left in the open.
  - All food shall be removed from the function hall and kitchen area unless suitable arrangements have been made with the Bar Steward.
  - The hall hirer is responsible for providing black bags for the disposal of food and excessive rubbish.
- All decorations must be put in place with Blue Tac on the wood paneling only and not the wallpaper. No drawing pins or tacks shall be used.



- Any entertainment hired for the function shall be informed that the premise has a sound limiter fitted to the electric supply. This limiter is in effect from 11pm. It is the responsibility of the hall hirer to ensure that sound levels below the set threshold are maintained. Any failure to comply will result in the electricity supply being interrupted. Advice on this matter can be sought from the Bar Steward. Any attempt to tamper with the sound limiter will result in termination of the function.
- No doors to the premises shall be left open after 11pm in order to reduce outside sound levels.
- Entertainment smoke machines and table confetti decorations are strictly prohibited.
- All attendees to the function, who are not members of St Margaret Social Club, must sign the Visitor's Book except when an Occasional License is in force.
- Attendees who are members of another Masonic Social Club must sign the Visiting Member's Book.
- The following, applicable to all clubs, must be complied with in accordance with the Scotland Licensing Act 2005. Where clarification is required please seek the advice of the Bar Steward or any Management Committee Member.
  - Where there are an insufficient numbers of members attending the function to sign in non-members attending the function, then an Occasional License for the function must be obtained from the Edinburgh Licensing Board.
  - The request for this Occasional License must be undertaken by Lodge St Margaret. There is a minimum of six weeks required to obtain this license.
  - Edinburgh License Board must make a determination within 42 days of the Occasional License application. Functions dependant on the granting of the Occasional License cannot be confirmed till a positive determination has been received. Exceptional circumstances are available in respect of certain functions e.g. funerals.
  - In accordance with Alcohol etc Act 2010 amending Scotland Licensing Act 2005 all persons deemed to appear under 25 years of age shall be challenged for identification. No identification no service. Suitable identification is a Passport or EU/UK Photographic Driving License or PASS Hologram.
  - Baby Changing facility available, ask bar staff for access.



### **Kitchen Information**

- Any outside caterer used by the hirer of the hall is required to present proof of registration with the Food Hygiene Authority and/or training certificates and will be required to follow the Lodge hygiene and food safety rules, which are mandatory. See Food Hygiene page.
- Catering can be arranged through the Bar Steward. Advice on known/approved external caterers can be obtained from the Bar Steward.
- Should the hirer of the hall provide their own catering (not using an outside caterer) it is their responsibility to ensure compliance with all relevant food and hygiene regulations. Any subsequent claims resulting from negligence or failure to comply with stated regulations shall be the responsibility of the hirer of the hall and not Lodge St Margaret No.548.
- An example copy of the hot food temperature monitoring form is enclosed. A folder is readily available in the kitchen where a record of any hot food served shall be kept. This must be completed by any outside caterer as well as anyone providing hot food on an own catering basis. Temperature monitoring equipment is provided.
- The kitchen shall be left in a clean and tidy condition with all kitchen utensils used in the function hall cleared and washed after use.
- Hirers of the hall are responsible for providing rubbish bags to clear any remaining food or loose items remaining at the end of the function.
- Hirers of the hall are responsible for disposing of any rubbish bags away from the Lodge premises.



## Personal Hygiene Requirements

Please read the following rules/operating procedures below for the use of the kitchen – these are **mandatory**.

1. No smoking anywhere in the premises.
2. Food handlers must wash hands regularly throughout the working day, especially after: –
  - a) Visiting the toilet;
  - b) On entering/re-entering kitchen;
  - c) Between handling raw and ready to eat foods;
  - d) After eating, smoking, coughing, sneezing or blowing their nose;
  - e) After handling waste food or refuse;
  - f) After handling cleaning chemicals;
  - g) Between handling raw food implements, surfaces, cloths and ready to eat foods or implements;
3. Short, clean fingernails and no nail varnish.
4. Food handlers should not eat sweets, chew gum or taste food with their fingers.
5. Cover cuts, spots and sores with a blue waterproof dressing.
6. Food handlers should not wear jewellery except plain wedding bands or watches.
7. Food handlers should tie long hair back *or wear hairnet or chef's hat*.
8. Clean protective clothing should be worn. No outdoor clothing e.g. coats.
9. Caterers should not handle food if suffering from diarrhoea or vomiting.
10. A wash-hand basin is provided with soap and single use hand drying facilities or clean towel, which is to be used by kitchen personnel only.
11. Hands should only be washed at the designated wash basin (opposite the fridge)



## CONTROL OF FOOD CONTAMINATION, IN PARTICULAR CROSS-CONTAMINATION

Please read the following rules below – these are **mandatory**.

1. Chill and Freezer use: Raw meat and fish to be stored below other foods.
2. Food covered / wrapped while in chill, freezer, cooling, display or transport.
3. Food shall not be stored on the floor.
4. Vegetables shall be washed prior to use.
5. Waste shall be kept away from food and regularly removed.
6. Separate equipment / utensils (chopping boards/knives) for raw and ready to eat shall be used to avoid cross-contamination.
7. Ensure all food is within date.
8. Avoid spreading bacteria via cloths by using different cloths.
9. Cleaning materials shall be stored separately from food.
10. Contents of open tins shall be transferred to plastic covered containers.



**Hot Food Temperature Monitoring Form (example)**

Please see the example form below. The actual form in use is conveniently provided within the kitchen. The form must be completed and left as a record of the food provided on the evening.

Date	Food Type	Cooked (must be to 75°C min'm)		Reheat (must be to 82°C min'm)		Hot-hold (must be to 63°C min'm)	
		Temp	Initial	Temp	Initial	Temp	Initial
01/03/06	Sausage rolls	80	TL				
"	Onion Bahjis			85	TL		
"	Pizza	80	TL			63	TL
"	Steak Pie	80	TL			63	TL
"	Etc						
"	Etc						

Name of hall hirer :

Name of caterer :

Date of function :

Signature of caterer :





## FUNCTION HALL – BOOKING FORM

I have read and hereby agree to comply with the conditions stated in the 'hall let pack'.

Name and address of hirer :

Telephone Contact Home / Mobile :

Date of function :

Nature of function (e.g. party/disco) :

Approximate numbers :

Signature of hirer :

Date :

**See Hall Let Conditions in respect of the following:**

Occasional License required?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Bar facilities required?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Kitchen facilities required?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Receipt required?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

Please note that until this form and accompanying payment is received your booking remains provisional.

Return completed form to Bar Steward or Management Committee / Member.

Payment by cash or cheque is as instructed in hall let conditions.

**FOR OFFICIAL USE ONLY**

Function hall charge: £  Received by:

Refundable deposit: £  Received by: