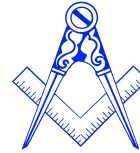


# KNOWLE MASONIC CENTRE



## Lodge Agreement

**Name:** <Unit name and Number>

**Order:** <Order>

**Frequency pa:** <Meetings per annum>    **Commencing:** <Date of 1<sup>st</sup> meeting>

***Knowle Masonic Centre will provide, for the agreed monthly rental charge:***

**Use of the Temple and Dining Room for a regular meeting on the following dates**

Day:    A regular meeting on the <Nth xxxday of Month> annually.  
          A regular meeting on the <Nth xxxday of Month> annually.  
          An Installation meeting on the <Nth xxxday of Month> annually.  
          The Haskins room will be reserved for Provincial Officer changing on this occasion

Meetings to commence at or after <Start Time>,  
Meal to be served at or before <Meal Time>,  
Building to be vacated by <Exit Time>.

**The Temple for LOI commencing at <LOI Time> on :**

<Nth xxxday of Month> annually.  
<Nth xxxday of Month> annually.  
<Nth xxxday of Month> annually.

**A meeting room for PMO meetings Commencing at <PMO Time> on :**

<Nth xxxday of Month> annually.  
<Nth xxxday of Month> annually.  
<Nth xxxday of Month> annually.

When Lodges/Other Orders are looking to move to Knowle or set up a Lodge here, Knowle Masonic Centre will by informal agreement provide a meeting room on a convenient date for them to hold their pre- formation discussions.

Use of Restaurant in connection with regular Lodge meetings at no extra charge, and provision of Temple bar at reduced member prices. Catering prices are as per attached

summary matrix. Catering is to be exclusively provided by the caterer appointed by Knowle Masonic Centre.

Access to the building for Lodge or member socials at discounted catering and bar rates (when compared to those charged for third parties). All bar rules (eg provision of list of non-members attending) must be adhered to as this is a condition of bar licence issuance.

Provide regular updates to Lodge Liaison officers and secretaries of matters relating to Knowle Masonic Centre. This will include at least two liaison officer meetings per year.

Issue each March, details of the proposed rental charges for the following season. Given the advanced nature of this, this is subject to any 'force majeure' that may occur during the close season.

For Holy Royal Arch Chapters which are meeting at Knowle Masonic Centre – the provision of all Lodge room equipment.

Provide Car parking in marked places (limited) – notwithstanding the offices have use of 12 spaces between 7.30am and 5.30pm each weekday and these should avoided during such times.

The Directors will only provide a meeting slot for Lodges who wish to move to Knowle Masonic Centre if they have approved sign off from the province(s) involved. Such sign off to be witnessed prior to any agreement.

For the avoidance of doubt the provision of Organist and Tyler is for the private affairs of the Lodge including any matters relating to payments, tipping and behavioural protocol.

### ***The Lodge/Order will:***

Commit to an initial tenancy of 3 years and thereafter provide 12 months' notice from their last Installation date of their intention to leave the Temple in the following season (October to September following) and this confirmed within 6 months from which date the Knowle Masonic Centre will have the right to re-market the allocated meeting dates. Failure give such notice will incur a full rental charge for the entire following year. This is to protect all other member's financial interests as they will have to pay for the leaving lodges rental should the place in the temple not be filled in time. The directors may in cases of financial hardship or Lodges handing in their warrant decide to vary the terms of this paragraph.

Pay all invoices and bills relating to Knowle Masonic Centre within 28 days. The annual rental charge is a discounted rate and a higher rate applies should payment not be made within 28 days.

At least 2 days before a new member joins or is initiated a copy of the summons giving details of the new member must be placed on the Temple Notice Board (SMT section). This is a legal requirement to satisfy the Temple's licensing arrangements.

Provide insurance to cover their own items (contents of lockers, officers boards, miscellaneous artefacts). KMC insurance only covers KMC property.

Pay due attention and adherence to the Knowle Masonic Centre 'Protocol' notice (which is re-issued each year together with 'new season' information) and any instructions issued from time to time by the Board of Knowle Masonic Centre.

Ensure their brethren smoke only in designated smoking areas, and that their members pay due attention to all Health and Safety matters including the reading of the Fire and Safety instructions held on the Secretaries pedestal before each meeting.

Show positive Masonic behaviour to all officials and contractors of Knowle Masonic Centre including kitchen and bar staff at all times. This also applies to all neighbours when the member is leaving or arriving. In addition pay due attention to the well-being of all other brethren in the building – should any unsuitable behaviour of any sort be witnessed or reported, Knowle Masonic Centre will write to the WM of the Lodge concerned with the relevant facts asking them to revert to the Board within 28 days. Any continuance of unacceptable behaviour may result in further action.

Ensure the Bookings Director has been made aware of any changes that are requested to meeting dates – and who will then do his best to achieve your goals.

Only hold meetings in accordance with the agreed booking schedule and in the room specified. Deviations are very likely to adversely affect other Lodges and should any occur the Lodge affected should let the booking director know as soon as possible - who will then write to the WM of the Lodge inflicting the deviation. When this occurs the two WM's should first of all attempt to agree an 'on the ground solution' prior to contacting the Board.

Signed on behalf of Knowle Masonic Centre: .....

Signed on behalf of the Lodge/Order: .....



## ***Document revision history***

Rev	Date	Changes
1	2012-06-20	Original document
2	2013-03-10	Updated paragraph relating to Tylers and Organists Added requirement to display details of new members
3	2014-03-10	Updated Lodge/Order commitments
4	2016-07-10	Updated wording around meeting start and end times. Car parking wording clarified. Provision of stewards for bar duties deleted. Added insurance clarification. Duplicate paragraph deleted.