



# Province of East Lancashire



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[WWW.PGLEL.CO.UK](http://WWW.PGLEL.CO.UK)

## “Hemsley House”

SALFORD MASONIC HALL

## A Guide for Manchester Masons

### HEMSLEY HOUSE

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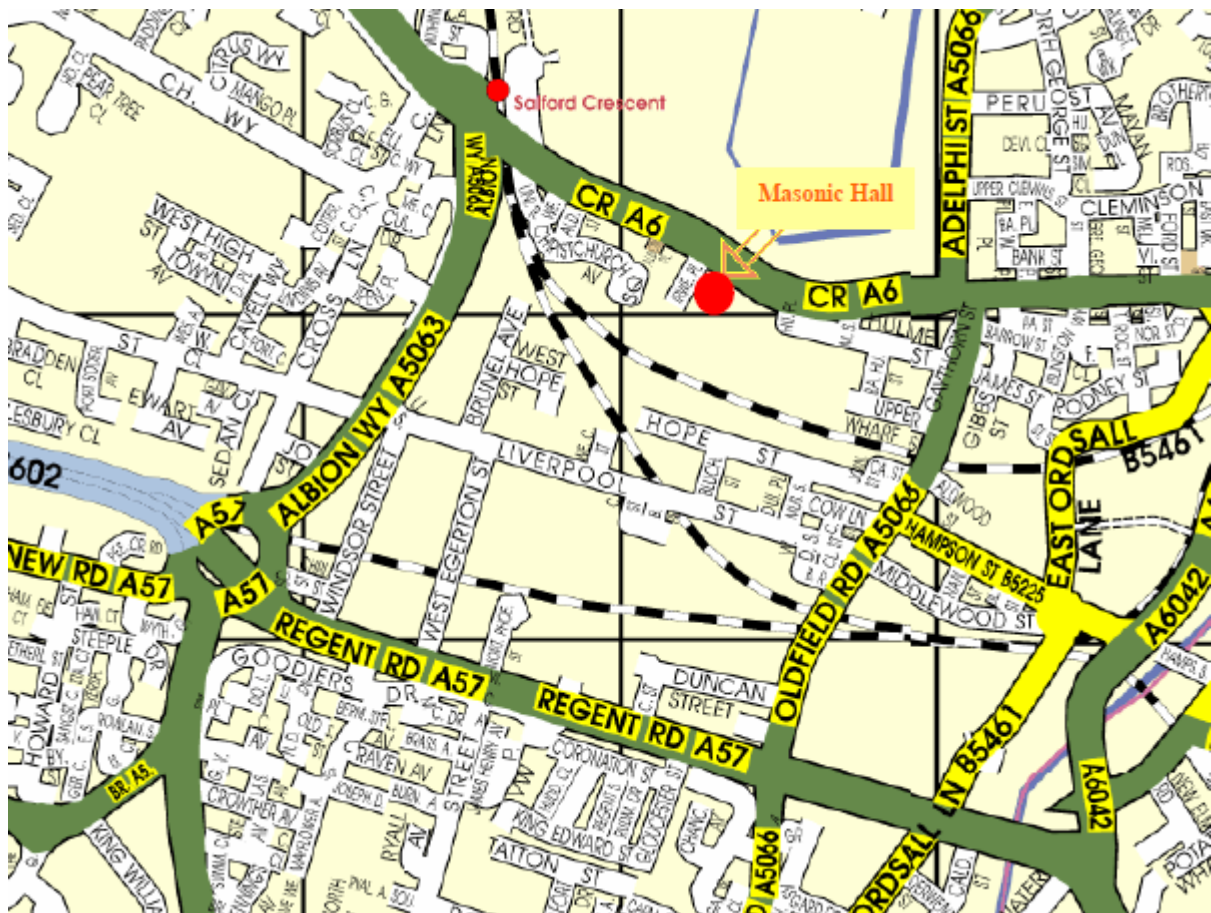
## Welcome to Hemsley House

The redevelopment of Freemasons' Hall at Manchester will provide a splendid Masonic Home for Manchester Masons and for City Freemasonry in the 21<sup>st</sup> Century. It is our aim at Hemsley House to ensure your temporary displacement is as comfortable and enjoyable for you as possible. With this in mind be assured that Hemsley House is an ideal setting for Craft, Royal Arch and meetings of other Orders. We also cater for Conferences, Seminars, meetings and Masonic rehearsals. With a selection of rooms, a dedicated management and catering team, we also offer Hemsley House as an excellent venue for Ladies Evenings, dinners, luncheon clubs, dances and other private functions.

## How to find us and where to park

We are situated on the Crescent in Salford. There is ample car parking at the rear of the building and this is usually manned for most Masonic occasions.

The Hall is on the south side of the A6 trunk road opposite the University of Salford. The Crescent Railway Station is a few minutes' walk away and there is a bus stop near the front of the premises.



## Masonic Meetings at Hemsley House

Hemsley House offers a selection of rooms to meet the needs of all Orders wishing to meet here. Allocation of rooms for your meetings will compliment your specific needs, whilst taking into account other meetings on any particular evening.

There are two large Lodge rooms that can accommodate medium to large sized meetings (in excess of 100 persons each). The Rink Suite has dividers that create a Lodge and adjacent dining room. A fourth, smaller Lodge room can accommodate about 20 brethren for short meetings, rehearsals and practices. The larger rooms will be permanently fitted out to contain all that is needed to hold any regular Craft meeting including Officers' regalia, furniture, tools, gavels, VSL and so on. All that Lodges will be expected to bring with them will be the Warrant (for which we have created storage space) and, if applicable, your own variant of a Bible and Master's Chain etc. **You should check your insurance policy detail if transporting valuable items.** We only have storage facilities for Warrants and Charters, not for other accoutrements. There are changing rooms immediately adjacent to the Lodge Rooms and the spacious upstairs toilet facility also offers a shower room, should it be required. There is a lift **between the ground and first floor** for the elderly or infirm.



The permanent Chapter Room in the basement can comfortably seat 30 to 35 Companions. It too has an adjacent robing room where cases can also be stored during the meeting. We can accommodate much larger meetings for which purpose the upstairs Lodge Rooms can be converted for Chapter usage. A set of Royal Arch equipment is available for this purpose.

All Craft Lodges and Royal Arch Chapters that normally meet at Bridge Street shall hold their meetings at Hemsley House during the re-development (current information is that this will be from early March until early November 2012).



The majority of Lodges and Chapters will be able to hold their meeting on their usual day at the usual tiling time. There will be some inevitable diary clashes and the Hall management will do its best to resolve any problems. Occasionally a Lodge or Chapter may need to change its meeting date or start time to allow harmonious dove-tailing of Meetings and the associated Festive Boards. The change of venue and any change in date must be made by **Dispensation** from the Provincial Grand Secretary / Scribe E in accordance with the relevant UGLE Constitution or Supreme Grand Chapter Regulation. All such dispensations granted during the re-development will be Free of Charge. Dispensations can be applied for online at:

<http://www.pglel.co.uk/Secretariat/Dispensations/dispensations.asp>

Other Orders wishing to meet at Salford will be made most welcome following their consultation with the Leaders of their respective Order.

## Rehearsals, Practices and Committee Meetings

We recommend that you contact Hemsley House in plenty of time to book your Lodge or Chapter Rehearsal or Committee meetings. In the evenings the Lodge and Chapter Rooms will usually be available after any formal meetings have concluded (circa 7.30 p.m. onwards). The Hall also has a number of meeting rooms available for Committees. Reasonably priced light refreshments can be provided on request and you are encouraged to pre-order to avoid disappointment. Payment will be expected at the time. Some Lodges and Chapters choose to have a light supper at these meetings which can also be arranged.



## Social and Dining Facilities

It is expected that most Craft Lodges and Royal Arch Chapters will both meet and dine at Hemsley House. Your Freemasonry should be enjoyed and continue un-interrupted during the works at Bridge Street. There is a selection of rooms to meet every Festive Board need: The Rink Suite (right) seats up to 200 people for larger events while the 60 seat Worsley Suite provides a more sophisticated and cosy environment with its own bar. The Riley and Lowry Suites on the first floor can seat up to 25 each.



The Rink Suite is dividable by screens to create an additional Lodge room with adjacent dining, should the need arise.

The Walker Lounge has a well-stocked and reasonably priced bar offering an ideal reception area before and after your meetings. There is ample seating and many Masons take the opportunity to spend some time greeting other users of the building on any particular day or evening.



There is an extensive wine list from which you can order prior to your meeting or during dinner.

## Functions, Dining Clubs and Menus

All meals are prepared and cooked on the premises, with fresh produce. With sufficient notice (4 days) we are happy to cater for any specific dining needs including vegetarian, vegan, diabetic and to suit our Jewish Brethren. Most Festive Boards will be chosen from our standard menu but there may always be those who prefer fish or an alternative to the chosen dessert. We will strive to accommodate all reasonable requests.



A number of Lodges prefer Fine Dining; others will serve hors d'oeuvres, either prior to the Lodge meeting or prior to dinner. Some Lodges enjoy a buffet dinner either before or after their Masonic meeting. Whatever your preferences we will always try to meet your requirements.



We continue to cater for a variety of social and commercial events both large and small and look forward to serving you and exceeding your expectations. If you need help or guidance with a function our experience can be called upon to help you plan your event in accordance with your wishes and budget.

There are a number of Masonic Dining Clubs and similar groups that will be meeting at Hemsley House during the period of refurbishment at Freemasons' Hall. In addition to our published menus we can provide à la carte choices or, if preferred, develop a menu of your own choosing. During the day and evenings we will also be catering and providing for many Provincial, Area and District Committees.



We will try to accommodate any of your needs.

## Banqueting and other Menus

Main Course price includes a choice of Soup, Potato, two Vegetables, Dessert, Cheese and Biscuits, Tea or Coffee.

Desserts are served with a choice of Cream, Ice Cream or Custard. Other starters, desserts and vegetables are available on request (some may attract a supplement).

We will be pleased to discuss your requirements for Special Occasions. We will also be happy to offer special dietary substitutes, e.g. vegetarian. On occasion the choice of soup or vegetables may be discretionary depending on the number of different dinners being served at the Hall that day.



### Main Course

#### Fish

Goujons.....	£ 13.50
Traditional Fish, Chips & Mushy Peas, Bread & Butter.....	£ 14.50
Salmon .....	£ 15.50
Cod.....	£ POA
Sea Bass .....	£ POA
Sauces — Hollandaise, White Wine & Tarragon	

#### Meat

Sausage & Mash with Onion Gravy .....	£ 13.00
Cheese & Onion Pie .....	£ 13.00
Steak & Kidney Pie.....	£ 13.50
Shepherds Pie .....	£ 13.50
Lasagne with salad.....	£ 13.50
Liver & Bacon.....	£ 13.50
Gammon Steak & Pineapple.....	£ 14.00
Lancashire Hot Pot & Red Cabbage.....	£ 14.00
Braised Pork Steak .....	£ 14.75
Pork Steak in a red wine sauce .....	£ 15.50
Braised Steak & Mushrooms in Ale .....	£ 15.50
Coq au Vin.....	£ 15.50
Chicken Supreme .....	£ 15.50
Roast Chicken & Stuffing .....	£ 15.50
Turkey .....	£ 16.50
Lamb Henry on a bed of Sweet Potato .....	£ 18.00
Roast Beef.....	£ 18.50
Leg of Lamb.....	£ 18.75
Sirloin Steak (Chasseur or Peppercorn Sauce).....	£ POA

#### Potatoes

Roast  
Chips  
Creamed  
Sauté  
Parsley in Skins

#### Vegetables

Carrots  
Garden Peas  
Broccoli  
Herbed Cabbage  
Cauliflower Cheese

## **Starters**

Florida Cocktail £ 2.50  
Oven Baked Camembert £ 2.70  
Fanned Melon with Fruits of the Forest £ 2.70  
Pâté & Melba Toast £ 2.80  
Smoked / Peppered Mackerel £ 2.80  
Prawn Cocktail £ 2.80

## **Soups**

Asparagus  
Tomato & Basil  
Pea & Ham  
Wild Mushroom  
Minestrone  
Broccoli & Stilton  
Leek & Potato  
Carrot & Coriander  
Spring Vegetable  
Farmhouse Vegetable  
(all served with bread)

## **Desserts**

Rice Pudding  
Golden Syrup Sponge  
Apple Pie  
Apple / Fruit Strudel  
Fruit Cheesecake  
Lemon Meringue Pie  
Bread & Butter Pudding  
Fruit Crumble  
Profiteroles with Chocolate sauce  
Sherry Trifle  
Meringue Nest with Forest Fruits  
Fresh Fruit Salad  
Various Gateaux

## Buffet Menu Options

HOT BUFFET.....£ 8.75

Curry or chilli served with rice  
Lancashire hot pot, mushy peas and red cabbage

CONFERENCE BUFFET .....£ 9.00

Selection of sandwiches:  
(ham, beef, turkey, egg, tuna, cheese)  
chicken drumsticks, sausage rolls, cocktail pies, meatballs,  
mixed rice, coleslaw

BUFFET 1 .....£ 10.00

Freshly roasted platters of 2 meats  
(ham, beef, turkey or pork)  
chicken skewers, spring rolls, onion bhajis, mini pasties  
sausage rolls, meatballs  
pasta salad, rice salad, potato salad, potato wedges

BUFFET 2 .....£10.50

Freshly roasted platters of meat  
(ham, beef, turkey or pork)  
assorted quiche, mini pizzas, spring rolls, onion bhajis  
bbq chicken wings, Chinese spare ribs,  
coleslaw, potato salad, mixed salad

VEGETARIAN BUFFET .....£ 9.75

Selection of sandwiches:  
(egg, tuna, salmon, cheese)  
spring rolls, onion bhajis, assorted quiche, jacket potatoes,  
pasta salad, rice salad, coleslaw, fruit basket.



All include rolls and butter, Coffee £1.00 extra

Variations to the standard buffet menus above can be arranged by negotiation

Contents of the Buffets are subject to change according to availability

## A La Carte Dining

Bespoke menus and dining arrangements are always available. Whatever your needs we should be able to serve you. Selected, several course menus have become popular for some Lodges centred on Lamb Henry, Roast Rib of Beef and so on, with specially prepared vegetables, starters, soups and desserts.

Some Lodges may want to arrange evenings or choose menus to vary the nature of the Festive Board throughout the year. We will always work to accommodate your requests.

## Terms of Business and Fees

1. The Capitation Fee for Craft Lodges meeting in the evening and using the facilities at Hemsley House will be £13 per member per meeting (whether they attend or not). No charge is made for honorary members.
2. The Capitation Fee for Royal Arch Chapters and other Orders is £10 per member per meeting (whether they attend or not). No charge is made for honorary members.
3. The Capitation Fee for lunch time meetings is £13 per member per meeting for Craft Lodges and £10 for Royal Arch Chapters and other Orders.
4. Where a Lodge or Chapter has in excess of 60 members a reduced Capitation Fee of £5.30 will be charged for the balance in excess of 60 members.
5. It is anticipated that **all Lodges will meet AND dine** at Hemsley House. For those Lodges (few we hope) who wish to send only sufficient members to Open and Close Lodge (thereby fulfilling obligations), but not use our dining facilities, a standing charge of £100 per meeting will be made. For full meetings of Lodges with normal agenda business, but who are not dining, the usual £13 Capitation Fee will be incurred for each member of the Lodge, whether they attend or not.
6. An Invoice will be raised at the time of your meeting and presented to the Treasurer or Secretary during the Festive Board. This will cover both the Capitation Fee and charges for the Meal. Payment is expected at the time (to simplify the Hall's administrative work during this busy period). In exceptional circumstances a 14 day payment window will be extended **by prior arrangement**.
7. The Lodge Secretary or similar Officer in other Orders will be our main point of contact. The Secretary must advise the Hall of meal requirements (**Menu, Number attending, expected dining time and any special requirements**) at least **four working days** before the meeting. **All meals ordered at this time will be charged for**. If, on the day of your meeting, numbers have either increased or decreased then please notify the Hall Staff before the Lodge meeting starts, **not afterwards**, so that changes can be made to the table arrangements and additional meals can be prepared, and invoiced.
8. It will also be helpful if table plans are submitted at least four working days before your meeting. If no table plan is submitted then we will arrange tables in a layout to suit the number dining. This may be a top table with legs or a single rectangular table, depending on numbers. Layouts with multiple tables are also available on request.
9. If you require an alternative to the published menu or special dining arrangements then please make contact **at least 7 days** before your meeting to discuss your requirements. We have a full and detailed range of à la carte dishes to choose from.
10. If you over order on the day, when a spare meal is not available, then Salmon will be provided at the published menu price.
11. Ice Cream can be provided as an alternative sweet, and fruit juice can be provided as an alternative to soup. An additional charge for alternatives is made at £1 per selection.
12. All Lodges must be seated for dining, at the latest, by 8.00pm. You are expected to allow access for table clearance by 9.30pm to avoid attracting a late dining surcharge.

## Contact Details

The telephone number for Hemsley House is 0161 736 4627

The email address for Hemsley house is [hemsleyhouse@talktalk.net](mailto:hemsleyhouse@talktalk.net)

WBro Reg Newsome is the Hall Company Director responsible for the day to day operation at Hemsley House including the events diary during the period of accommodation of the Bridge Street Brethren. His personal contact details are:

Telephone: 07970 768717 (mob), 0161 773 1477 (home)

Email: [emailreg@talktalk.net](mailto:emailreg@talktalk.net)

Tricia ("Trish") Higson is our Assistant Manager who will be happy to take details of your needs in Reg's absence.

**To arrange your meetings please contact Reg Newsome as above. If you are making contact by email then please send a copy of your request to Hemsley House as well as to Reg.**

For Rehearsal and Practice meetings please make contact in plenty of time. We expect some Lodges will rehearse (if necessary) prior to their meetings. Others may wish to rehearse on their usual Rehearsal night. The latter will need to be booked in advance and will likely take place after any Lodges meeting in the Lodge Rooms that night. Lodge and Chapter meetings will always take preference.

### Summons Distribution

As soon as your summons is available please circulate it to your usual mailing list. We will be appreciative if you can also send a copy of your summons by email to:

Hemsley House	<a href="mailto:hemsleyhouse@talktalk.net">hemsleyhouse@talktalk.net</a>
Reg Newsome	<a href="mailto:emailreg@talktalk.net">emailreg@talktalk.net</a>
The Salford APGM	<a href="mailto:chadnorthcott@btinternet.com">chadnorthcott@btinternet.com</a>
The Salford District Chairman	<a href="mailto:rodward@ntlworld.com">rodward@ntlworld.com</a>
The Salford District Secretary	<a href="mailto:ericbell1@aol.com">ericbell1@aol.com</a>

### Payments

Cheques should be made payable to "Hemsley House Ltd"

### Questions

If you have any questions regarding the Hall please contact Reg Newsome.

### Provincial Secretariat

The Provincial Secretariat will be operating from Hemsley House from early March 2012 until the works at Manchester have been completed. The Provincial Grand Secretary will be in touch with you in due course regarding the operation of the Secretariat and their contact details.

## Health and Safety at Hemsley House

At Hemsley House Ltd the Management Team and staff are seriously committed to the Health and Safety of all occupants.

We have a clear Health & Safety Policy stating the duties placed on us as employers, directors, managers and employees. Health & Safety Legislation applies to all work activities in Hemsley House Ltd and to the condition of the Hall itself, which should be safe and without risks to the health of staff, visitors and members.

At Hemsley House cleanliness and good housekeeping is important. There are safe means of access and egress, adequate lighting, handrails where necessary on steps, etc...

Offices, bars, dining and Masonic meeting rooms are relatively low risk areas and most requirements are satisfied by good housekeeping, instruction and supervision.

The Management Committee periodically review risk assessments as part of the risk control process. It is important that users of Hemsley House understand that the building is a mature building and does not always lend itself readily to the demands we place on it. However the Management Committee assesses the risks for each event and decides the most appropriate controls including safe systems. It is equally important that all members and visitors reasonably exercise their responsibility and avoid the creation of additional hazards such as leaving cases in walkways etc.

We have established an emergency evacuation plan for all areas of the premises and fire action notices are situated around the building. There is a Basement and First floor with Lodge or Chapter rooms so a point to consider is that infirm or members with disabilities may be unable to negotiate stairs without assistance. In the event of a fire, members of staff will take charge. It is important that Masonic brethren follow instructions and leave the building by the nearest exit without stopping to collect personal belongings.

The passenger lift between Ground and first levels **MUST NOT** be used during a fire emergency. A "refuge area" has been formed at the top of the main stairs for use in emergencies by those unable to leave the building under their own steam. Only trained and able staff and members should attempt to carry individuals out of the building. The emergency services will be directed to the refuge area to accomplish rescue. Please do not add to the number of potential casualties by trying to be a hero. In the event of an emergency, please report to the designated Fire Assembly point clearly signed in the Car Park at the rear of the building.

Any health, safety or welfare concerns should be reported to a member of staff at the earliest opportunity so that any necessary remedial action can be taken without delay. Any injuries suffered by any member or visitor must reported to the duty manager of Hemsley House Ltd immediately for assistance and recording in the Accident Book. The Management Committee who will support an investigation into any incident as appropriate. Hemsley House has a number of fully qualified First Aiders who will be able to render emergency assistance if required.

