



# **Zetland Hall**

## **House Rules**

**The Zetland Hall Trustees**  
**November 2021**

# HOUSE RULES FOR THE USE OF ZETLAND HALL AND ITS FACILITIES

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## FOREWORD

*“The real Freemason is distinguished from the rest of Mankind by the uniform unrestrained rectitude of his conduct. Other men are honest in fear of punishment which the law might inflict; they are religious in expectation of being rewarded, or in dread of the devil, in the next world.*

*“A Freemason would be just if there were no laws, human or divine except those written in his heart by the finger of his Creator. In every climate, under every system of religion, he is the same. He venerates the good men of all religions. He disturbs not the religion of others. He restrains his passions because, they cannot be indulged without injuring his neighbour or himself. He contracts no debts which he is certain he cannot discharge, because he is honest upon principle.”*

The Definition of a Freemason from the Farmer's Almanac, 1823.

## 1) INTRODUCTION

The Zetland Hall Trustees (“the Trustees”) are obliged by law, pursuant to Section 4 of the Zetland Hall Trustees Incorporation Ordinance (CAP 1055) (“the Ordinance”) to “manage and maintain a hall or halls to be used, occupied and enjoyed as a meeting place for the members of the lodges”.

At present, the premises at No. 1 Kennedy Road, Hong Kong namely Zetland Hall (“ZH”) are provided to meet that obligation, and by Section 5 of the Ordinance the Trustees are empowered to “charge such fees, rents and charges for the use of the properties of the Trustees as may seem expedient to the Trustees”.

The facilities of Zetland Hall are used by four classes of person (together “**users of ZH**”):

- a) Masonic lodges, chapters, councils, conclaves, and other similar organisations of which to be a member one must be a Freemason (“**ZH masonic lodges**”)
- b) Members of ZH masonic lodges who are ordinarily resident in the Hong Kong Special Administrative Region of the People's Republic of China (“HKSAR”) (“**Resident masons**”)
- c) Members of ZH masonic lodges who are not ordinarily resident in the HKSAR (“**Non-resident masons**”)
- d) Non-masons and non-masonic organisations (“**Non-masonic ZH users**”)

The Trustees have decided to consolidate and clarify the various practices that have evolved in the management of Zetland Hall, and the relationship the Trustees and Zetland Hall management have with those using its facilities, and for that purpose they have published these House Rules.

**THE CONTINUED USE OF THE FACILITIES OF ZETLAND HALL BY A USER OF THOSE FACILITIES SHALL DENOTE ACCEPTANCE OF AND SHALL BIND THE USER TO THE TERMS OF THESE HOUSE RULES AND THE APPENDICES THERETO.**

## 2) GENERAL

### a) **Entry**

Entry to Zetland Hall premises shall be restricted to Resident masons, Non-resident masons, their spouses, guests of Resident and Non-resident masons and, by special arrangement only, visiting Freemasons and Non-masonic individuals and groups.

### b) **Hours of Operation**

Zetland Hall operates from 10.00am to 12.15am on days when a Masonic meeting or function is scheduled. When no masonic events are scheduled Zetland Hall will close at 6.30pm and is closed on Sundays and public holidays. Requests for earlier opening or later closing must be submitted in advance to the General Manager.

### **c) Guests**

Both ladies and gentlemen may be brought for lunch on weekdays. Non-masonic guests may be brought into the bar area on weekday evenings and Saturdays, but only when no masonic meeting is scheduled, and bar facilities are in operation. Ladies and non-masonic guests may attend White Table banquets following masonic meetings. Only Resident and Non-resident masons may go above the ground floor unless by prior arrangement with the General Manager.

Resident and Non-resident masons may introduce guests and must record the name of each guest in the visitors' book or in the attendance book of the ZH masonic lodge being visited.

Masons whose privilege of using the facilities of Zetland Hall is currently suspended or terminated for any reason whatsoever may not attend masonic meetings or banquets.

Those who introduce guests are fully responsible for the actions, conduct and behaviour of their guests while visiting Zetland Hall and are accountable for all charges related to their actions, conduct or behaviour and any sums properly due in respect of products or services provided to their guests during their visit.

### **d) Spouses**

Spouses of Resident and Non-resident masons, and a maximum of three of their guests, may dine in the banquet hall on weekdays until 3.00pm.

### **e) Children**

No children under the age of 18 years shall be admitted into Zetland Hall, unless it be to a White Table event on a Saturday, or to a ladies' night, birthday party, Baked Alaska party or other privately booked function that has been approved by the General Manager.

### **f) Dress Code**

The minimum dress code in the banquet hall and bar on weekdays is "smart casual". Collared shirts and casual trousers are acceptable. Sleeveless or collarless T-shirts, singlets, shorts, and flip-flops are not acceptable. Hats are not to be worn inside Zetland Hall unless for religious, cultural or ceremonial reasons. For further details, please refer to Appendix A to these rules.

### **g) Tipping**

The giving of gratuities to an employee of Zetland Hall is prohibited except for annual contributions to the staff gratuity fund which are distributed to Zetland Hall staff around the time of Chinese New Year. In addition, modest sums of *laissee* or lucky money may be distributed to individual staff members around Chinese New Year.

### **h) Typhoon & Rainstorm Arrangements**

If a Tropical Cyclone Warning Signal No.8 or above is hoisted or is expected to be hoisted, or if a Black Rainstorm Warning is issued, then Zetland Hall will close when it is practicable and safe to do so, and the meetings arranged for that evening will be rescheduled. However, if the Signal No.8 is lowered and/or the Black Rainstorm Warning is cancelled at or before 4.00pm, then Zetland Hall will open within 2 hours and regular meetings will remain as scheduled.

**i) Standard of Conduct**

Masons and their visitors must observe the Laws of Hong Kong and these House Rules when in Zetland Hall. They must act and conduct themselves as masons and gentlemen in their interactions with fellow masons and staff, respect and look after facilities and not intrude upon the equal rights of others to enjoy the facilities of Zetland Hall. No one, while on Zetland Hall premises, may act in an unsafe, rude, offensive, threatening, or intimidating manner.

Out of respect for the privacy of others, no photographs, videos, or audio recordings of any other person may be taken on Zetland Hall premises without that person's knowledge and consent. Interviews with the media conducted within or in any way concerning Zetland Hall, may only be given with the written consent of the Trustees.

**j) Mobile Telephones, Laptop Computers & Personal Entertainment Devices**

Mobile phones and any personal communication devices must be turned off or switched to "silent" or "vibrate" mode on Zetland Hall premises. Mobile phones must not be used in the Temples during masonic ceremonies.

Wi-Fi is available on the ground floor areas of Zetland Hall and may be used free of charge. Personal games, radios and music must not be played audibly on Zetland Hall premises without the use of personal headphones.

Laptop computers and tablets may be used within the bar and dining-room areas, but their use must not intrude upon the enjoyment of others using the facilities of Zetland Hall. The General Manager may restrict any usage of any communication device if he deems it to be disruptive or intrusive upon the enjoyment of others using the facilities of Zetland Hall.

**k) Staff Interaction**

Zetland Hall users must behave in a considerate manner toward all Zetland Hall employees. Should any Zetland Hall user have a complaint about a Zetland Hall employee or other matter it should be submitted in writing to the General Manager.

**l) Procedures to be followed in the Event of Fire**

All users of Zetland Hall must comply in every respect with the emergency fire procedures while on Zetland Hall premises.

If the fire alarm sounds, immediately leave the building by the nearest safe exit. Fire escape plans are located prominently on each floor; do not use the lift. The assembly point is at the metered car park underneath Cotton Tree Drive flyover.

The emergency fire procedures and fire escape plans are available on the Zetland Hall website.

**m) Loss of or Damage to Property**

Any person who causes the loss of, or damage to, any property connected with or used at Zetland Hall shall be accountable for all costs resulting from such loss or damage at the discretion of the General Manager. Zetland Hall users shall also be held financially responsible for any loss or damage to such property caused by their guests.

**n) Address**

Only ZH masonic lodges may use Zetland Hall as a correspondence address.

**o) Removal of Property**

No person shall remove from Zetland Hall premises any property connected with or used at Zetland Hall except with the written consent of the General Manager. The payment of a deposit may be required.

**p) Restricted Areas**

Such parts of Zetland Hall premises as are provided for staff, kitchens, storerooms, etc. shall be out of bounds to all, except for Zetland Hall staff and members of the Executive Committee of the Trustees, unless with the prior permission of the General Manager.

**q) Alcohol**

In accordance with the laws of Hong Kong, no person under the age of 18 is permitted to purchase or consume alcoholic beverages on Zetland Hall premises.

**r) Drugs & Weapons**

Possession or use of any controlled substance or weapon on Zetland Hall premises is strictly prohibited.

**s) Gambling**

Gambling is prohibited on Zetland Hall premises except to the extent permissible by Hong Kong law and under license duly granted in accordance with the laws of Hong Kong.

**t) Pets**

No animals, except for guide and assistance dogs, may be brought onto Zetland Hall premises.

**u) Smoking**

Zetland Hall is a non-smoking building. Cigarette, cigar, pipe, and e-cigarette smoking is not permitted anywhere on Zetland Hall premises.

**v) Procedures for Feedback / Reports of Rule Violations**

A mason who has grounds for complaint concerning the actions of a fellow mason or other persons in the course of using Zetland Hall premises or who wishes to suggest improvements to Zetland Hall should refer the matter in writing to the General Manager.

**w) Sanctions**

The Trustees may impose such reasonable sanctions as in their sole discretion they deem appropriate on any mason, guest or visitor found to have violated any of these rules.

Any mason whose conduct on Zetland Hall premises at any time is considered by the Trustees to be un-masonic, may become the subject of an official complaint to an appropriate masonic organisation of which the mason is a member.

### **3) USE OF ZETLAND HALL**

Use of the facilities of Zetland Hall is a privilege extended to users, subject to and in accordance with these rules. Fees and charges are levied by the Trustees on users to cover the costs of operation of Zetland Hall and to maintain the fabric of the building in a serviceable condition.

Details of the persons and organisations to which the privilege may be extended, the terms upon which they are extended, the procedures to be followed in seeking approval to use the facilities and the applicable levies are set out in Appendices B and E to these rules.

#### **a) Classes of User of Zetland Hall**

There are four classes of user of Zetland Hall, those being, ZH masonic lodges, Resident and Non-resident masons and Non-masonic ZH users. They are each defined in Appendix B to these rules.

#### **b) Admission, Registration and Application for Use of Zetland Hall**

Unless he is already registered, the name and details of a Resident or Non-resident mason must be registered with the General Manager by the Secretary, or equivalent, of the ZH masonic lodge of which he is a member, in accordance with Appendix B to these rules.

A masonic organisation that wishes to avail itself of the facilities of Zetland Hall must seek approval to do so from the Trustees.

#### **c) Suspension and Termination of Use**

In certain circumstances the privilege of using the facilities of Zetland Hall may be suspended or terminated. Details of those circumstances and the consequences of suspension and termination are set out in Appendices B and E to these rules.

### **4) FOOD & BEVERAGE**

Breakfast and lunch are available throughout the week, except on Sundays and public holidays. Reservations may be made with the Food & Beverage department and are recommended but not required.

Evening dining is restricted to ZH masonic lodge banquets which are scheduled in the Zetland Hall calendar (Festive Boards and similar), and to private events.

Reservations for scheduled banquets should be made with the bar staff using the food and beverage booking form, which must be submitted at least four working days in advance of the banquet. Enquiries regarding private bookings must be made through the General Manager.

Users of ZH whose monthly invoices are paid by Autopay may charge the cost of food and beverage to their account with the Trustees. Those who are not on Autopay must pay for food and beverage by Visa or Mastercard, for which a 3% levy on the net sum due shall be charged, or by Octopus. Payment may be made by personal cheque or cheques drawn on the bank account of ZH masonic lodges, with the prior consent of the General Manager.

For further details, please refer to Appendix C to these rules.

## **5) USE OF ZETLAND HALL FACILITIES**

Rules for the use of the Temples, Lockers, Storage Facilities, District and Provincial Grand Masters' Rooms, and the Downstairs Changing Room are set out in Appendix D to these rules.

## **6) RENTALS, FEES, CHARGES AND THE PAYMENT OF ACCOUNTS**

Users of Zetland Hall shall pay room and locker rentals, user fees and consumption charges, as determined by the Trustees.

### **a) ZH Masonic Lodges**

ZH masonic lodges shall pay room rentals and other fees and charges set by the Trustees from time to time.

### **b) Resident Masons**

Resident masons below the age of 80 years shall pay an annual Zetland Hall user fee, set from time to time by the Trustees. Resident masons aged 80 and above and beneficiaries of the Hong Kong and Far East Masonic Benevolence Fund Corporation are exempt from paying the Zetland Hall user fee. In exceptional cases of need, the Trustees will consider applications for exemption from paying the Zetland Hall user fee, made on behalf of masons by their lodges.

### **c) Non-Resident Masons**

Non-resident masons may be charged a user fee set from time to time by the Trustees. At present, no such user fee has been set.

### **d) Non-Masonic Zetland Hall Users**

Non-masons and non-masonic organisations shall not be charged annual user fees but will pay room rentals and other fees and charges set by the Trustees from time to time.

Details of the user fees, rentals and charges levied by the Trustees at present, and the payment of accounts are set out in Appendix E to these rules.

## **7) LIABILITY**

All persons entering or using Zetland Hall do so at their own risk. The Trustees shall not be responsible or liable for any injury or fatality occasioned in or about Zetland Hall premises or the loss or damage occasioned to any property belonging to users of Zetland Hall while on the premises.

## **8) AMENDMENTS**

From time to time the Trustees may amend these rules and notice of any such amendments shall be made known to the respective Secretaries (or their equivalents) of all ZH masonic lodges, for dissemination to their members. A copy of the most current House Rules is available for inspection at the Zetland Hall Administration Office at any time during office hours and they are also found on the Zetland Hall website.

## **APPENDIX A**

### **DRESS CODE**

#### **1) RECOMMENDATIONS**

Whilst the Trustees do not seek to directly enforce a minimum standard of attire within Zetland Hall, it is expected that all users of ZH will dress appropriately while on the premises. To that end, the following guidelines are set out by way of strong recommendation:

- a) Masons attending formal meetings of ZH masonic lodges should, foremost, be attired appropriately in accordance with the standards and requirements of the lodge they are attending.
- b) Other than when attending formal lodge meetings at Zetland Hall, the dress code in the Temples, banquet hall and bar is Smart Casual at all times on weekdays and after 3.00pm on Saturdays. Before 3.00pm on Saturdays the dress code is Casual.
- c) In all other parts of Zetland Hall, the dress code is Casual at all times.

For the purposes of these recommendations:

**"Smart Casual"** – Long and short sleeved shirts with collars, including rugby and polo shirts, and casual trousers, including jeans, are acceptable. Shirts without sleeves and/or collars, T-shirts, singlets, tank-tops, shorts, open toed shoes and flip-flops are not acceptable.

**"Casual"** – The same standard as "Smart Casual" but smart shorts, T-shirts and open toed shoes are acceptable. Singlets, tank-tops, sports shorts and flip-flops are not acceptable.

#### **2) VISITORS**

Gentleman and lady visitors to Zetland Hall and children over the age of 12 years should be attired to the same appropriate standard as their masonic hosts.

#### **3) GENERAL**

Hats may not be worn inside Zetland Hall unless for religious, cultural or ceremonial reasons.

Masons or their guests who do not dress appropriately at Zetland Hall may be refused admission and service or requested to leave the premises.

In exceptional circumstances, the dress code may be relaxed at the discretion of the General Manager.

## **APPENDIX B**

### **USERS OF ZETLAND HALL**

#### **1) CLASSES OF USER**

The facilities of Zetland Hall are used by four classes of person (together “**users of ZH**”):

##### **a) ZH Masonic Lodges**

Every masonic organisation meeting at Zetland Hall is deemed to be a ZH masonic lodge for the purposes of these rules.

##### **b) Resident Masons**

Every Full or Honorary member of any ZH masonic lodge, who is living within the HKSAR is deemed to be a Resident mason for the purposes of these rules.

##### **c) Non-Resident Masons**

Every member of any ZH masonic lodge who was ordinarily resident outside of the HKSAR before these rules were first approved on 20 September 2020, is deemed to be a Non-resident mason for the purposes of these rules, unless he is excluded from being so by their operation.

The status of Non-resident mason shall not be conferred on:

- i) Serving Officers of any ZH masonic lodge (but may be conferred on Serving Officers of a District, or Province, or other such similar grouping of ZH masonic lodges, who are not members of any individual ZH masonic lodge).
- ii) Resident masons who have resided in the HKSAR for more than 30 days of the previous 12 months and who attend 4 or more meetings of ZH masonic lodges held at Zetland Hall within any 12-month period.
- iii) Masons who reside within 100 miles of the HKSAR.

Any Non-resident mason who at any time falls within any of the categories set out in paragraphs 1(c) (i), (ii) and (iii) of Appendix B, will be automatically deemed to be a Resident mason for the purposes of these rules.

##### **d) Non-Masonic ZH User**

Any non-masonic individual or organisation using the facilities of Zetland Hall is deemed to be a Non-masonic ZH user for the purposes of these rules.

#### **2) ADMISSION, REGISTRATION AND APPLICATION FOR USE OF ZETLAND HALL**

##### **a) Admission of ZH Masonic Lodges**

Unless it has already been approved by the Trustees, every masonic organisation wishing to meet at Zetland Hall shall apply in writing to the Trustees. Approval shall only be granted by resolution at a regular meeting of the Trustees.

### **b) Registration of Resident and Non-resident Masons**

Unless they have already been registered, the name and details of all Resident and Non-resident masons must be registered with the General Manager by the Secretary, or equivalent, of the ZH masonic lodges of which they are members, within two weeks of their joining. Application forms for this purpose are available from the Administration Office or may be downloaded from Zetland Hall website.

Every ZH masonic lodge shall maintain an up to date register of its Full and Honorary members with Zetland Hall, and regularly inform the General Manager of any changes thereto including any requests for changes to members' status as Resident or Non-resident masons. It is the personal responsibility of all Resident and Non-resident masons to inform the General Manager promptly of any changes in their personal contact details.

### **c) Application for Non-Resident Mason Status**

An application for Non-resident mason status may only be made by the Secretary, or equivalent, of a ZH masonic lodge of which the Individual mason is a Full or Honorary member and cannot be made by the individual mason himself.

## **3) SUSPENSION AND TERMINATION OF USE**

All users of Zetland Hall are bound by and must submit to these House Rules when using the facilities of Zetland Hall. A Resident or Non-resident mason may be suspended from the privilege of using Zetland Hall facilities if:

- a) He is suspended from Freemasonry.
- b) He fails to properly observe any of these rules.
- c) He, or any of his guests, act in a manner that is injurious to the safety of Zetland Hall or other users, or in a manner that may bring Zetland Hall or masonry, into disrepute.
- d) He fails to pay any monies properly due and owing to the Trustees within 60 days of payment being due.

Any decision to suspend a mason for the reasons set out in paragraphs 3(a) to (d) of Appendix B shall be within the sole discretion of the Trustees and if for the reasons set out in paragraphs 3(a) to (c) will result in the suspended mason being banned from entering or remaining on the premises of Zetland Hall, and if for the reason set out in paragraph 3(d) alone, will result in the mason having his privilege of using the food and beverage facilities of Zetland Hall suspended.

Resident masons who are not exempted from paying the Zetland Hall user fee will continue to be charged the user fee during their period of suspension.

Any Resident or Non-resident mason who fails to pay any monies properly due and owing to the Trustees within 120 days of payment being due, or who has been excluded or suspended from Freemasonry for any reason, shall have his privilege of using the facilities of Zetland Hall terminated forthwith. Termination shall not in any way affect his liability to pay all monies due and owing to the Trustees or the rights of the Trustees to recover those monies from him.

#### **4) RESIGNATION OF PRIVILEGES**

Any ZH masonic lodge that ceases to hold any of its regular meetings at Zetland Hall shall be deemed to no longer be a ZH masonic lodge for the purposes of these rules.

Any Resident or Non-resident mason who ceases to be a Full or Honorary member of at least one ZH masonic lodge shall no longer be entitled to enjoy the facilities of Zetland Hall. He shall remain liable for all fees and other monies due by him to the Trustees at the date his cessation becomes effective, and he may not visit Zetland Hall as a guest until he has paid in full all monies due and owing by him to the Trustees.

Any Resident or Non-resident mason may resign his privilege of using the facilities of Zetland Hall by giving notice in writing to the Secretary of the Trustees. His resignation shall be effective from the end of the calendar month in which such notice was given by him, after which his privilege of using the facilities of Zetland Hall will be terminated, and he shall be exempted from paying further Zetland Hall user fees. He shall remain liable for all fees and other monies due by him to the Trustees at the date his resignation becomes effective, and he may not visit Zetland Hall as a guest until he has paid in full all monies due and owing by him to the Trustees.

Any mason excluded from the privilege of using the facilities of Zetland Hall whether by suspension, termination or by his own resignation of such privilege, shall not be re-admitted to those privileges and may not visit Zetland Hall as a guest until he has paid in full all monies due and owing by him to the Trustees.

The right and privilege to enjoy the facilities of Zetland Hall is personal and shall neither be transferable by a mason himself nor by operation of law.

#### **5) REINSTATEMENT OF PRIVILEGES**

A mason who has been excluded from the privilege of using the facilities of Zetland Hall whether by suspension, termination or by his own resignation of such privilege may, upon expiration of the period of suspension, if any, and payment of all monies due by him to the Trustees, apply in writing for reinstatement of those privileges.

Where such application for reinstatement of privilege is made within 12 months of the date of the exclusion it must be made by the mason to the General Manager and shall be accompanied by payment of the Zetland Hall user fee that may be outstanding for the period since the date of the exclusion.

Where the application is made more than 12 months after the date of exclusion, it shall be made on his behalf by the Secretary or equivalent of a ZH masonic lodge of which he is a member. In those circumstances, he shall not be required to pay the Zetland Hall user fee for the period since the date of the exclusion.

The Trustees shall make the final determination as to whether or not any mason shall be reinstated to the privilege of using the facilities of Zetland Hall.

## **APPENDIX C**

### **FOOD & BEVERAGE**

#### **1) GENERAL**

No person may bring food, drinks, or other refreshments into Zetland Hall without the prior consent of the General Manager.

A corkage charge is levied on brought in alcoholic and non-alcoholic beverages and food stuffs. Details of the current corkage charges may be obtained from the General Manager or bar staff.

The current food and beverage menus and details of booking procedures are available at the bar and on the Zetland Hall website. Items not on the current menus may be made available by special arrangement with the Executive Chef, who may be contacted via the bar staff for details.

The current range of takeaways and Christmas and Chinese New Year hampers are included in the Zetland Hall Zephyr, the weekly Zetland Hall newsletter, sent to all Resident masons and available on the Zetland Hall website.

Food and beverage prices are determined by the Trustees from time to time.

#### **2) BANQUETING RULES**

Reservations for scheduled banquets should be made using the food and beverage booking form, which must be submitted to the Food & Beverage department at least four working days before the banquet, at which time the final number of diners must also be confirmed.

No changes to a booking, or to the number of diners, may be made within four working days of the banquet and all meals booked by this cut-off date must be paid for in full, unless the banquet could not be held due to the inclement weather conditions detailed in Section 2(h), or due to other unforeseen circumstances which prevent the use of Zetland Hall.

One reserved set meal, one alternative main course, one vegetarian main course and either one fried rice or one noodle dish will be available each evening. No other meals will be available.

All diners must complete the banquet signing in form before the meeting. Failure to do this may lead to no meal being available at the banquet for those who have not registered their intention to dine on the signing in form.

In order to avoid and hopefully eliminate the cost of food spoilage and wastage all meals reserved on the signing in form must be paid for. All meals served including any alternative selections and/or special meals will be charged at the same price as the reserved set meal.

Food items may not be ordered or changed at the dining table.

In exceptional cases where special dietary requirements are involved, the Food and Beverage department should be informed of the details within the booking deadline. Whilst every effort will be made to accommodate such requests, these will be subject to availability.

### **3) PRIVATE BOOKINGS**

The bar area may be reserved by ZH masonic lodges at no cost for committee meetings and rehearsals. Masonic events with a limited number of attendees may be arranged at the discretion of the General Manager.

The bar area may be reserved by Resident and Non-resident masons for masonic and non-masonic events. Non-masonic guests may only attend such events until 4.00pm on days when a masonic banquet is scheduled. The Trustees reserve the right to make a reasonable charge for the use of the room in their absolute discretion in these circumstances.

The banquet hall and bar area may be reserved for masonic and non-masonic events (including ladies' nights), by any user of Zetland Hall. Application forms for these Private Functions are available at the bar, from the Administration Office or may be downloaded from the Zetland Hall website. The rules and terms and conditions for Private Functions are set out in Appendix F to these rules. For further details and prices please contact the General Manager.

Reservations for all rehearsals, meetings or private functions should be made with the General Manager.

### **4) PAYMENT FOR FOOD & BEVERAGE**

Resident masons whose monthly invoices are paid by Autopay, and ZH masonic lodges, may charge the cost of food and beverage to their account with the Trustees.

If the cost of food and beverage is not charged to an account with the Trustees, it must be paid for, on the day of consumption, by Visa or Mastercard, for which a 3% levy on the net sum due shall be charged, or by Octopus. Payment may be made by personal cheque or cheques drawn on the bank account of ZH masonic lodges, with the prior consent of the General Manager.

## **APPENDIX D**

### **USE OF ZETLAND HALL FACILITIES**

#### **1) TEMPLES**

ZH masonic lodges may use Zetland Hall for their meetings, rehearsals and other masonic activities. The Zetland Hall Calendar and Diary is published every year in consultation with the Secretaries and equivalent of ZH masonic lodges. It sets out a programme for all ZH masonic lodges meeting at Zetland Hall. The scheduled meetings thus allocated are the first priority for use of the Blue Room and the Red Room on any particular evening.

Should the members of a ZH masonic lodge wish to change the date of a scheduled meeting:

- a) Notice of cancellation of the meeting should be given in writing to the General Manager at least four working days prior to the date that has been set for that meeting.
- b) If the meeting is to be re-allocated, the General Manager should be requested to provide a list of alternative dates upon which the cancelled meeting might be held.
- c) No cancellation fee is payable, and no refund will be made of any room rental due or paid in respect of the cancelled meeting. A meeting which has been cancelled at least four working days prior to its original scheduled date may be re-allocated within the same calendar year, without further payment of room rental.

Additional non-scheduled meetings may be arranged with the General Manager. The rental charged will be included in the invoice rendered to the ZH masonic lodge in the month immediately following that during which the additional non-scheduled meeting is held.

#### **2) LOCKERS**

##### **a) Quantity and Type of Lockers**

The following lockers and drawers are available on the first floor of Zetland Hall for the storage of masonic regalia:

- i) Corridor and changing room – 342 large lockers and 150 small lockers
- ii) Grand Officers' room – 29 'Grand' lockers and drawers
- iii) District and Provincial Grand Masters' rooms
  - DGM (English Constitution) – 24 lockers
  - PGM (Irish Constitution) – 12 lockers
  - DGM (Scottish Constitution) – 12 lockers
- iv) Sword lockers – 57 lockers for the storage of swords only

##### **b) Allocation Policy**

- i) Lockers may only be allocated to Resident masons.

- ii) A Resident mason may be allocated a maximum of two regalia lockers, only one of which may be a Grand or Large locker, and one Sword locker. Approval may exceptionally be granted for a Resident mason to have three lockers.
- iii) Only Grand Officers and Grand Office Bearers of the United Grand Lodge of England, the Grand Lodge of Ireland and the Grand Lodge of Scotland may be allocated a Grand locker and have access to the Grand Officers' room facilities.
- iv) The allocation of lockers and drawers within each District and Provincial Grand Master's room is at the discretion of the respective District and Provincial Grand Master, and is not bound by the provisos of paragraphs 2(a) (ii) and (iii) above and paragraph 2(c) below.
- v) An updated list of the locker and drawer allocation within each District and Provincial Grand Master's room is to be submitted to the General Manager to comply with insurance requirements.
- vi) Usage of each locker is for the sole personal use of the mason to whom it is allocated; it is non-transferable, nor may it be used by another person. The transfer of lockers privately between masons is strictly prohibited.

**c) Allocation Procedure**

Resident masons should apply to the General Manager for the allocation of a locker before they are permitted to use a locker.

- i) A Resident mason wishing to rent a Grand, Large, Small or Sword locker shall submit his written request to the General Manager; email is acceptable. Applications will be dealt with in priority of the time/date of receipt by the General Manager.
- ii) The General Manager will either accept/reject the application or place the applicant on a waiting list in accordance with this policy and locker availability. The applicant will be informed of the decision within three working days.

**d) Terms & Conditions of Rental**

- i) A security deposit of \$300 is required from every mason renting a locker, except the lockers in the District and Provincial Grand Masters' rooms (see paragraph (v) below). This will be refunded when he gives up the locker allocated to him, after deduction of any outstanding hire, damage, or key loss charges. A mason will be held liable and required to pay full compensation for any damage to the locker allocated to him.
- ii) A mason will be required to pay for any replacement or duplication of the key to the locker allocated to him.
- iii) A mason's use of the locker allocated to him is entirely at his own risk; the Trustees shall not be liable for any loss of and/or damage (howsoever caused) to the mason's personal property kept in the locker, or any accident and/or personal injury (howsoever caused) by his use of the locker.

- iv) A mason is required to surrender the locker allocated to him when he ceases to fulfil the eligibility criteria in paragraph 2(b) (i) above.
- v) Debit notes for lockers already allocated will be issued in January of each year; those for lockers allocated to an individual later in the year will be issued in the month of allocation.

The locker rental fee for Grand, Large, Small and Sword Lockers is calculated on an annual basis and must be paid in advance. There is no refund of the rental fee or any part of it when the mason surrenders the locker(s) allocated to him.

The District and Provincial Grand Masters' room rental fees are calculated on an annual basis, charged to the respective District and Provincial Grand Lodge, and must be paid in advance. The payment of any fees by brethren who are allocated a locker(s) within these rooms is at the discretion of the respective District or Provincial Grand Master.

- vi) If payment of the locker rental fee is not received within three months from the date of the annual debit note requiring payment, the security deposit will be forfeited, and the locker will be opened, and its contents removed. The locker may then be allocated to another mason without further notice. The contents removed from the locker will be kept for the mason's collection for a period of six months. If the mason fails to collect the contents by the end of that six-month period they will be disposed of.
- vii) The Trustees reserve the right to refuse to rent a locker to any mason who habitually disregards any of these rules.

### **3) DOWNSTAIRS CHANGING ROOM**

Resident and Non-resident masons and their masonic guests are welcome to use the facilities of the small changing room located in the basement of Zetland Hall. These include a shower, toilet, coat hooks and benches, and a shoe polishing machine.

Clothing and personal effects kept in the changing room are left at the risk of the user and must not be left there over-night.

Those using the changing room must keep it in a clean and tidy condition.

### **4) UPSTAIRS STORAGE AREA**

The storage area located on the third floor of Zetland Hall is intended as a repository for papers, records and masonic paraphernalia belonging to ZH masonic lodges. Discrete spaces have been allocated for the use of all ZH masonic lodges and all items stored there must remain within the discrete space so allocated. There must be no migration of stored items into the spaces allocated to other ZH masonic lodges and the areas around the storage spaces must be kept as tidy as is reasonably possible.

The Trustees may set fees for the use of the storage spaces from time to time. To date, no such fees have been set by the Trustees.

## **APPENDIX E**

### **ROOM AND LOCKER RENTALS, USER FEES, CONSUMPTION CHARGES AND PAYMENT OF ACCOUNTS**

#### **1) ROOM AND LOCKER RENTALS**

The current Room and Locker rentals set by the Trustees are as follows; a full list is circulated in December each year:

##### **a) Blue and Red Room Rentals**

Craft Lodges and Districts / Province	\$5,460 per meeting
Lodges of Instruction	\$900 per meeting
Other ZH masonic lodges	\$1,820 per meeting
All ZH masonic lodges	\$320 per rehearsal

##### **b) Locker Rentals**

Grand Officers' lockers	\$1,200 each
Large Lockers	\$600 each
Small Lockers	\$300 each
Sword Lockers	Free of charge with one Large Locker

##### **c) Banquet Hall and Bar Rental**

Ladies' Nights & masonic functions	\$3,000 per function
Non-masonic events and functions	\$3,000 for the first 3 hours plus \$1,000 per hour or part thereof thereafter

#### **2) ZETLAND HALL USER FEE – RESIDENT MASONS**

Resident masons who are not exempted from paying the annual Zetland Hall user fee, shall be invoiced for the annual fee, set from time to time by the Trustees, in their Zetland Hall statement sent out in January of each year.

Payment of the annual Zetland Hall user fee may be made by 12 equal monthly instalments, charged to a Resident mason's monthly Zetland Hall account, only if payment of his account is made by bank, or credit card, direct debit ("Autopay").

The current Resident masons' annual user fee set by the Trustees is \$3,600 and is due on the first day of January in every year. No pro-rata refund will be made to those who withdraw from masonry or have their privilege of using the facilities of Zetland Hall suspended or terminated or become Non-resident masons during a current year.

A Resident mason who pays his monthly accounts with the Trustees by Autopay shall not be required to pay the remaining instalments of the annual Zetland Hall user fee for the current year, if he withdraws from masonry or has his privilege of using the facilities of Zetland Hall suspended or terminated or he becomes a Non-resident mason during a current year.

A Resident mason who becomes a user of ZH part way through a calendar year shall pay pro-rata the annual user fee due for the rest of that year, commencing from the month in which he became a user of ZH. If he has chosen to pay his monthly Zetland Hall account by Autopay, payment of the pro-rata annual user fee may be made by monthly instalments spread over the rest of the year. If he chooses not to pay by Autopay, the pro-rata balance due for the rest of the year will be charged to the Zetland Hall account rendered to him in the month immediately following that in which he first became a user of ZH.

A Resident mason who opts out of using Autopay part way through a calendar year, shall pay pro-rata the annual user fee due for the rest of that year, from the month he opted out, in a single payment which will be charged to the Zetland Hall account rendered to him in the month following that in which he opted out.

Resident masons who have had their privilege of using the facilities of Zetland Hall terminated, either by order of the Trustees or by their own resignation of such privilege, are exempted from paying further Zetland Hall user fees.

### **3) ZETLAND HALL USER FEE – NON-RESIDENT MASONS**

Non-resident masons may be charged a user fee set from time to time by the Trustees. At present, Non-resident masons are not required to pay a Zetland Hall user fee.

### **4) ZETLAND HALL ROOM RENTALS – ZH MASONIC LODGES**

ZH masonic lodges shall be invoiced annually for their scheduled room rentals in their Zetland Hall statement sent out in January of each year.

ZH masonic lodges may reschedule meetings which could not be held due to inclement weather conditions as detailed in Section 2(h), or due to other unforeseen circumstances which prevent the use of Zetland Hall. Meetings may be re-allocated within the same calendar year, or at other times as determined by the Trustees, without further payment of room rental.

No refund will be made of any room rental due or paid in respect of any meeting which is not rescheduled.

### **5) STAFF GRATUITY SCHEME**

The giving of gratuities to individual employees of Zetland Hall is prohibited. The Trustees now operate a staff gratuity scheme whereby Resident masons are invoiced in December of each year for a sum equivalent to one twelfth of the annual Zetland Hall user fee to be paid into a staff gratuity fund administered by the Trustees.

Payment into the fund is entirely voluntary and a Resident mason may choose to opt out or vary his gratuity by informing the General Manager by 15<sup>th</sup> December in any year. All monies collected are distributed to Zetland Hall staff members in the sole discretion of the Trustees.

## **6) PAYMENT TERMS**

All invoices rendered by the Trustees to Resident and Non-resident masons and ZH masonic lodges are due and payable upon presentation and must be paid in full within 30 days of the invoice date.

## **7) TERMS OF ACCOUNT**

The facility of a running an account on a month to month basis is extended to all ZH masonic lodges and to Resident masons whose monthly accounts are paid by Autopay.

The Trustees, in their sole discretion may suspend, terminate, or amend the terms of the account extended to a Resident mason or a ZH masonic lodge.

Resident and Non-resident masons whose monthly accounts are not paid by Autopay shall pay for goods and services provided by the Trustees by Visa or Mastercard, for which a 3% levy shall be charged, by Octopus, or by prior arrangement with the General Manager, by cheque.

Payment may not be made in cash. ZH masonic lodges may pay monthly accounts by cheques drawn on the organisation's bank account, or by prior arrangement with the General Manager, by personal cheque.

## **8) OVERDUE ACCOUNTS**

Resident and Non-resident masons' accounts are due and payable upon presentation and are considered to be overdue if not paid in full 30 days thereafter.

If a Resident or Non-resident mason's account is not paid within 60 days after presentation, he will be listed as delinquent, and his name will be posted on the Zetland Hall notice board. If his account is not cleared within 120 days of first presentation, his privilege of using the facilities of Zetland Hall will be terminated. If at some future time all outstanding charges on his account with the Trustees are cleared, he may apply to the Trustees for reinstatement of those privileges.

ZH masonic lodges' accounts with the Trustees must be paid promptly and if an outstanding account is not paid within 60 days of presentation, the ZH masonic lodge concerned shall be listed as delinquent. If the outstanding account is not cleared within 180 days of first presentation, the ZH masonic lodge concerned may be suspended from holding its meetings at Zetland Hall until all outstanding charges have been cleared, following which it may apply to the Trustees to be restored to the privilege of using the full facilities of Zetland Hall. If a ZH masonic lodge has banking difficulties, they should contact the General Manager at the earliest opportunity.

## **9) COSTS OF LEGAL PROCEEDINGS**

The cost of any legal proceedings or other action taken by the Trustees to enforce payment of outstanding monies due from a Resident mason or ZH masonic lodge shall be indemnified in full by the Resident mason or ZH masonic lodge that is the subject of those actions and/or proceedings.

## **APPENDIX F**

### **TERMS AND CONDITIONS OF USE FOR PRIVATE EVENTS AND FUNCTIONS AT ZETLAND HALL**

#### **1) APPLICATION PROCEDURES**

a) Applications to hold Private Functions at Zetland Hall, should be made by sending completed application forms to the General Manager by post to “Zetland Hall, 1 Kennedy Road, Hong Kong”, or by email to admin@zetlandhall.com.

b) A confirmation letter and debit note will be sent to the applicant by email once the application is accepted. Additional debit notes may be sent to the applicant for any agreed pre-paid food and beverages or for the use of other facilities.

#### **2) PAYMENTS**

a) Payment should be settled on or before the due date shown on the debit note. Failure to do so will result in the booking application being cancelled.

b) Crossed cheques, payable to “The Zetland Hall Trustees”, should be sent by post to “The Zetland Hall Trustees, Zetland Hall, 1 Kennedy Road, Hong Kong”.

#### **3) POSTPONEMENT AND CANCELLATION OF BOOKINGS**

a) The applicant may reschedule the booking only if it has been cancelled due to the inclement weather conditions detailed in paragraph 4) below, or due to other unforeseen circumstances which prevent the use of Zetland Hall. The applicant may decide to reschedule the booking or request a refund.

b) Cancellation of bookings will only be accepted in writing, otherwise no refund will be made. If a booking is cancelled 30 days or more before the date of the event a 100% refund of the total amount paid will be made. If the booking is cancelled between 29 and 7 days before the event a 50% refund of the total amount paid will be made. If the booking is cancelled 7 days or less before the event no refund will be made.

c) If a booking is cancelled less than 5 working days before the event, 50% of the total estimated food and beverage cost, and other unbilled charges (if any) will be levied. In the event of cancellation less than 24 hours before the event or a no-show, the full estimated amount will be charged.

#### **4) TYPHOON AND RAINSTORM ARRANGEMENTS**

a) If a Tropical Cyclone Warning Signal No.8 or above is hoisted 8 hours before the starting time of the event, or if a Black Rainstorm Warning is issued 6 hours before the starting time of the event, the booking may be cancelled by the applicant, who may decide to reschedule the event or request a refund.

- b) If a Tropical Cyclone Warning Signal No.8 or above is hoisted or is expected to be hoisted, or if a Black Rainstorm Warning is issued within 4 hours of the starting time of the event, the event will be cancelled. The applicant may decide to reschedule the event or request a refund.
- c) If a Tropical Cyclone Warning Signal No.8 is lowered, or if a Black Rainstorm Warning is cancelled 4 or more hours before the starting time of the event, and the event has not already been cancelled as permitted by 4(a) or (b) above, the event will go ahead as scheduled.
- d) If a Tropical Cyclone Warning Signal No.8 or above is hoisted during the event, then Zetland Hall will close as soon as it is practicable and safe to do so. Applicants may decide to reschedule the event or request a refund.

## **5) BOOKING REGULATIONS**

- a) Applicants and users must comply with the Zetland Hall House Rules.
- b) Applicants and users may begin to use Zetland Hall up to 30 minutes before the starting time of the event and should leave Zetland Hall on time.
- c) Applicants must not transfer their booking to other groups or individuals.
- d) Applicants and users are not allowed to eat, drink and post bills inside the venue unless prior approval has been given.
- e) Applicants and users are responsible for the behaviour of any children under the age of 18 years attending the event, who are restricted to the event area.
- f) Applicants and users are not permitted to move equipment inside Zetland Hall unless prior approval has been given and should restore equipment and facilities to the original setting before leaving Zetland Hall.
- g) Applicants are responsible for compensation for any damage to or the loss of any equipment or facilities of Zetland Hall.
- h) No storage can be provided at Zetland Hall for materials related to any event. Materials can only be delivered on the day of the event (subject to space availability and by the prior approval of the General Manager) and must be cleared away immediately after the event.
- i) The use of Zetland Hall by the applicant and those attending the function for which Zetland Hall has been booked shall be restricted to the basement changing room, ground and first floor lavatories, dining hall, bar area and lift. No one attending the function may enter any part of Zetland Hall that is above the first floor, unless by prior arrangement with the General Manager.
- j) Applicants are responsible for any loss of property and/or any injuries suffered by their users during the period in which Zetland Hall facilities are in use. Neither the Zetland Hall Trustees nor the General Manager or any of his staff shall be held liable for any such losses to property or personal injury.
- k) The Zetland Hall Trustees reserve the right to terminate the use of the venue if the applicants or users violate the rules mentioned above, without any refund.





**The Zetland Hall Trustees**

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