

Bridgend Masonic Lodges Charitable Trust

Registered Charity No. 515337

Secretary to the Trustees:

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Bridgend 10 May 2012

To all secretaries of Lodges etc.
Using the Bridgend Masonic Hall

Our Ref: Hall Management

Your Ref:

Dear Brethren

MAINTENANCE AND DECORATING OF THE BRIDGEND MASONIC HALL

As you will all be aware the season for the annual maintenance work to be carried out at the Masonic Hall is nearly upon us.

The Trustees have been looking at the projected re-decorating and ground maintenance costs and quite frankly, we had to consider the labour costs involved which are quite high.

With this in mind, we are looking for Volunteers who are willing and able to do some decorating and ground maintenance / gardening at the Hall.

If there are any men of good will amongst you who are willing to help with this work please let the secretary know at the address below when you are available and for what kind of work. We need mainly decorators and gardeners.

On another note,

You will all be aware by now that the Hall is no longer permanently manned.

In order to allow things to run smoothly for all users of the Hall W. Bro. John Davies, our caretaker, W. Bro. Allan Shears and Chef Glyn have asked that the following simple protocol be observed:

The Chef requires the following:

1. The approximate numbers for dining 7 days before the meeting
2. The required menu 7 days before the meeting
3. Final numbers 2 days before the meeting.

John and Allan need the following info at least 2 days before the meeting

1. Total number dining
2. Number of diners by table and, if need be, how many on each side of the table if uneven (for formal dining)
Top Table
SW Table (nearest the Kitchen)
JW table
Centre table (if required)
Any other table formation
3. The time of Dining
4. Wine requirements. If anyone wants to order special wines not in stock, please order at least 10 days in advance.
5. Let us know if a Gun Room is required at least 7 days in advance.
6. Contact detail for your Dining Steward or any other relevant person
7. The time by which you need the Lodge / Dining room set up.
8. The times you need access to the building. **This is most important as the building is not manned 24/7**

Should you need to contact us:

The Secretary's details are set out above.

John Davis is contactable on 07771 560971 e-mail johnwales3@btopenworld .com

Glyn Niblett on 07904 456630 e-mail gmniblett@googlemail.com

Allan Shears on 07740 321909

Thank you very much for your help, and we hope to hear from you soon

Yours sincerely

Jan Deenik

Jan Deenik (Mr.)