

Halsey Masonic Hall

Catering Contract

Timetable

Tender Published	Friday 5 th January 2024
Initial Expressions of Interest	Friday 19 th January 2024
Deadline for Applications	Friday 9 th February 2024
Interviews with shortlisted suppliers	12 th – 21 st February 2024
Contract Awarded	Friday 23 rd February 2024
Halsey Hall AGM	Thursday 29 th February 2024
Contract Starts	Friday 1 st March 2024

Outline of Contract Opportunity

Halsey Hall is the largest meeting place for Freemasons in Hertfordshire. Established in 1929, we now provide meeting facilities for around 80 Masonic units. The format of a typical Masonic function includes a pre-meeting reception (tea and biscuits) and a post-meeting formal dinner known as a 'Festive Board.' Outside of the 'regular meetings,' some lodges run events including Ladies Nights which usually include a formal dinner.

In addition to the Masonic functions, Halsey Hall is a popular private function venue, hosting weddings, parties, corporate events and other gatherings. We also cater for funeral wakes, breakfast club meetings, Sunday lunches and dinners and our own events.

The numbers for 2023 represent an average year of business and break down as:

192 Masonic meetings with a total of 6450 covers
51 non-Masonic functions with a total of 3571 covers

The quietest months were July and August with only 10 functions in total – Freemasons do not meet during the peak of Summer, and this is a typically quiet time for private events. Our marketing strategy for 2024 includes a focus on pushing for more private functions, with an emphasis on weddings, which will improve trade in these months.

Halsey Hall intends to engage with a provider to meet the catering requirements of the business. These include (but are not limited to)

- Liaising with the centre manager, lodge secretaries, function organisers and wedding planners to establish room set up requirements and timings
- Discuss and agree menu and other catering options
- Agree dining and service timetable
- Provide, cook and serve food meeting the highest standards the agreed budgets will allow
- Provide and launder table linen – cloths and napkins.
- Provide adequate levels of properly trained staff to meet the demands of the contract

Halsey Hall has an in-house bar facility which does not form part of the contract. The successful contractor will work in conjunction with the bar team where required to provide a seamless customer service.

Venue Provision

The venue will provide the following:

- Fully equipped commercial kitchen
- All utility expenses including gas, electricity and water
- All dining room furniture (contractor will take responsibility for setting up and taking down tables)
- All required cutlery, crockery and glassware
- An online booking service for all functions – Masonic and otherwise.

Potential for Development

There are several potential areas for development at Halsey Hall, which we are keen to explore with the successful provider. These include (but are not limited to) offering a public “tea room” facility and operating bigger and more frequent internal events. We are keen to engage with a provider who will work with us to explore these opportunities for mutual benefit.

Application Process

Interested parties should express their initial interest either by completing [this online form](#).

You can also express interest by email to info@halseyhallherts.co.uk or by post to The Chairman, Halsey Masonic Hall, Walnut Tree House, Turners Hill, Cheshunt, Hertfordshire, EN8 8NJ. Written submissions should include details of your organisation and a short outline of your business, current contracts and previous successes. **Initial Expressions of Interest must be submitted by midnight on Friday 19th January 2024.**

Further information will be sent to applicants on Monday 22nd January. Applicants will be invited to produce a full application which must be submitted by midnight on Friday 9th February 2024. Applications must include references, and permission to contact those references immediately.

Interviews will take place in the following weeks. The contract will be awarded on Friday 23rd February 2024. The successful contractor will be asked to cater the Halsey Hall AGM on Thursday 29th February (at Halsey Hall’s expense) where they will have the opportunity to introduce themselves to a number of members. The contract will commence on Friday 1st March 2024.

Heads of Terms

The following are the top-line heads of terms which will govern the contract.

Term The contract will run for a period of three years

Extension The contract may be extended indefinitely by agreement with both parties

Termination The contract may be terminated by either party with six months’ written notice, or immediately where there is a serious breach of the contractual terms

Payments The contractor will invoice Halsey Masonic Hall (Waltham Cross) Ltd for the cost of all meals provided. Invoices are to be provided by 5th of each calendar month. Payment will be made within fourteen working days.

Commission Halsey Masonic Hall (Waltham Cross) Ltd will invoice the contractor for 15% commission on a monthly basis. This will be invoiced on 5th of each calendar month, and must be remitted within fourteen working days.