



ROYAL AIR FORCE CLUB
— FOUNDED 1918 —

The Royal Air Force Club

Club Rules

Table of Contents

Club information	3
Registered information.....	3
Objects of the Club.....	3
Rules of the Royal Air Force Club	4
1 Charity.....	4
2 Composition of the Club.....	4
3 The Club President and Club Vice-Presidents	4
4 The Club Patron and Vice-Patrons.....	Error! Bookmark not defined.
Membership	5
5 Right of Membership	5
6 Full Membership	5
7 Honorary Membership	5
8 Associate Membership	6
9 Affiliate Membership.....	7
10 Family Membership	7
11 Election of Members	7
12 Joining fees	8
13 Annual Subscriptions.....	8
14 Resignation / Termination of Membership.....	9
15 Expulsion of Members	9
16 Non-Settlement of bills.....	9
17 Effect of removal from the List of Members	9
18 Guests	9
19 Notice Boards.....	10
20 Restrictions on use for business purposes.....	10
21 Use of the Club address.....	10
22 Loss of Members' property.....	10
23 Charges.....	10
Bedrooms	11
24 Bedrooms	11
25 Smoking	11
26 Provision of meals.....	11
27 Private reception rooms.....	12
The Club House	13
28 Opening and closing of the Club House	13
29 Club Employees / Gratuities / Service Charge	13
30 Cash withdrawals and payments	13
31 Letters, parcel security and address confidentiality.....	13
32 Damage to Club property	13
33 Removal of books, newspapers and Club property	13
34 Storage of Members' property.....	14

The Dress Code.....	14
35 The Club Dress Code.....	14
Club House Rules	15
36 Receipts for payment.....	15
37 Sale and consumption of intoxicating liquor (alcohol).....	15
38 Children (up to 16yrs of age).....	15
39 Pets.....	15
40 Security.....	15
41 The Fitness Centre.....	15
42 Public Rooms.....	16
43 Portable electronic devices and mobile telephones	16
44 Wireless network and computers.....	16
45 Lockers.....	17
46 Complaints	17
47 Advice, assistance and suggestions.....	17
48 Rules to be deemed binding.....	17
49 Interpretation of the rules.....	17

Club information

Registered information

Registered Charity number:	1108295
Company registration number:	5321353
Registered address:	128 Piccadilly, London. W1J 7PY
Group VAT registration number:	927 5287 92
Telephone:	020 7399 1000
Email:	membership@rafclub.org.uk
Website:	rafclub.org.uk

Objects of the Club

The Club is established to carry out the charitable objects of the Company on its behalf in promoting the efficiency of the Royal Air Force by improving the condition of officers holding commissions therein, and in other associated Services, and by preserving and fostering among them the esprit de corps and traditions of those Services by every suitable means and in particular in the following ways:

- A. By establishing, maintaining and conducting in London, on premises belonging to the Company, a central residential and non-residential club for the use and accommodation of Members, and by making available to them such other services, recreational facilities and leisure time activities as may be desirable, at prices which, so far as is possible, can be afforded by all Members.
- B. By encouraging, by means of discussions, lectures and visits to places of interest and by any other means, an interest in all matters connected with flying in general and with the Royal Air Force in particular.
- C. By encouraging and organising the holding at the Club of Service reunions, meetings and similar functions and by placing facilities at the Club at the service of Her Majesty's Government for the entertainment of representatives of foreign air forces.
- D. By encouraging and by providing facilities to enable officers serving in the Royal Air Force and in other associated Services to meet and associate regularly with each other, and with persons who have previously served as officers in such Services and with members of other air forces and to benefit from the knowledge and experience of such persons.

Rules of the Royal Air Force Club

1 Charity

- 1.1 The Royal Air Force Club is a company limited by guarantee and operates as a Charity. It is registered with the Charity Commission and is governed by its Memorandum and Articles of Association.

2 Composition of the Club

The Club shall be consisted of:

- 2.1 A Patron, Vice-Patrons, a President, Vice-Presidents and a Board of Trustees / Company Directors.
2.2 The Board of Trustees shall elect a Chair, and up to two Vice-Chairs; at least one of these positions shall be filled by a Serving Officer.
2.3 Full Members, to include both Serving Full Members (hereinafter referred to as Serving Members) and Former-Serving Full Members (hereinafter referred to as Former-Serving Members).
2.4 Honorary Members.
2.5 Associate Members.
2.6 Affiliate Members.
2.7 Family Members.
2.8 The maximum number of Members may be fixed from time to time by the Board of Trustees.

3 The Club President and Club Vice-Presidents

- 3.1 The Board of Trustees will normally elect a President prior to announcing the result at an Annual General Meeting of the Club or at such other time should the post become vacant. The President, once elected, will normally be invited to serve for a period of 5 years.
3.2 The Board of Trustees will review at least annually the list of Vice-Presidents. In its review the Board of Trustees will decide on the appropriate number of Vice-Presidents and have due regard to the balance between Serving and Former-Serving members. Vice-Presidents should expect to serve for a maximum period of 5 years. The Board of Trustees may also elect a new Vice-President at such other time a vacancy occurs.
3.3 The Board of Trustees is empowered to appoint Honorary Life Vice-Presidents in recognition of outstanding contributions to the Club.

4 The Club Patron and Vice-Patrons

- 4.1 The Club was honoured to have as its Patron, Queen Elizabeth II until September 2022. The Board of Trustees shall be guided by Royal advisors as to the future of this position.
4.2 The Board of Trustees may, at their discretion, appoint a Vice-Patron or Vice-Patrons to support the role of the Club Patron. We are delighted that Marshal of the Royal Air Force The Lord Craig of Radley is the Club Vice-Patron.
4.3 The role of the Patron and Vice-Patron(s) are to support the Club as they see fit.
4.4 The Board of Trustees has the right to appoint or remove the Patron or Vice-Patron(s) as they see fit.

Membership

5 Right of Membership

- 5.1 A candidate, serving in the Royal Air Force, or Royal Air Force Reserves as a Commissioned Officer, will normally be eligible for membership. Such officers will normally be allowed to continue membership without break on leaving the Service, however:
- 5.1.1 The Board of Trustees has the final approval / right of refusal on all Membership Applications.
 - 5.1.2 The Board of Trustees reserves the right to ask any Member to relinquish their Membership.
- 5.2 Full, Affiliate and Family Members may elect for their spouse, civil or unmarried partner to become Associate Members, who will also be subject to all the Rules of the Club. An annual administration charge will be made for Associate Membership.

6 Full Membership

Full Members may be elected or appointed to the Board of Trustees, vote at Club meetings and serve the Club in any official capacity.

Membership of the Club is limited to Officers who hold or have held a commission in:

- 6.1 The Royal Air Force (including newly commissioned Officers, commissioned Reservists and those holding the Cadet Forces Commission).
 - 6.2 The Women's Royal Air Force.
 - 6.3 The Princess Mary's Royal Air Force Nursing Service.
 - 6.4 The Royal Auxiliary Air Forces.
 - 6.5 The Women's Auxiliary Air Force, and The Women's Royal Auxiliary Air Force.
 - 6.6 The Royal Air Force Reserve and Volunteer Reserve and the RAF Air Cadets (holders of the Cadet Forces Commission)
 - 6.7 Commonwealth or foreign Air Forces.
 - 6.8 The Royal Navy or Army serving on an exchange tour of duty with the Royal Air Force for the period of their tour of duty.
- 6.9 A widow or widower of a Full or Affiliate Member may apply for the same membership category in their own right. Following the expiry of the late spouse's membership and provided there is no break in membership, no subscription will be payable for the first year of the widow's or widower's full membership. If the widow or widower remarries, the spouse will be entitled to Associate Membership.

7 Honorary Membership

Honorary Members may use the Club facilities and amenities subject to the limitations defined in Club Rules. Honorary Life Members may vote and be appointed to the Board of Trustees, but other Honorary Members may not vote nor be appointed to the Board of Trustees nor propose or second candidates for any category of membership.

The Board of Trustees has power to elect Honorary Members as follows:

- 7.1 As Honorary Members for life:
 - 7.1.1 Members of the Royal Family.
 - 7.1.2 Persons who have rendered outstanding service to: The Royal Air Force; The Women's Royal Air Force; The Princess Mary's Royal Air Force Nursing Service; The Royal Auxiliary Air Forces; The Women's Auxiliary Air Force; The Women's Royal Auxiliary Air Force; The Royal Air Force Reserve and Volunteer Reserve Cadet forces; or the Club.
 - 7.1.3 Honorary Life Membership is no longer awarded to Members reaching 50 years membership.

- 7.2 As Honorary Members for their term of office:
 - 7.2.1 Members of the Defence Council, the Air Force Board or such equivalent authority at the time.
 - 7.2.2 Civilians closely associated with, and who are rendering a significant service to: The Royal Air Force; The Women's Royal Air Force; The Princess Mary's Royal Air Force Nursing Service; The Royal Auxiliary Air Forces; The Women's Auxiliary Air Force; The Women's Royal Auxiliary Air Force; The Royal Air Force Reserve and Volunteer Reserve forces; or the Club.
 - 7.2.3 Professional advisers to the Club.
 - 7.2.4 The Chaplain of the Royal Air Force Central Church of St Clement Danes, if not eligible for membership in his or her own right.
 - 7.2.5 The Foreign Liaison Officers based at the Ministry of Defence representing the Royal Air Force, the Royal Navy and Army.
- 7.3 The Board of Trustees will review the foregoing list of Honorary Members annually and may offer them another category of Membership.
- 7.4 As Honorary Members during the term of their appointments:
 - 7.4.1 Commonwealth and foreign Air and Defence Advisers and Attachés.
 - 7.4.2 Students attending the Empire Test Pilots School, except those serving in the Royal Air Force and therefore eligible under other Rules.
 - 7.4.3 Students attending the Royal College of Defence Studies, except those serving in the Royal Air Force and therefore eligible under other Rules.
 - 7.4.4 Students attending the Advanced Command and Staff Course (ACSC), , except those serving in the Royal Air Force and therefore eligible under other Rules.
 - 7.4.5 Other international students (with Officer status) attending mainstream Royal Air Force sponsored courses, except those serving in the Royal Air Force and therefore eligible.
- 7.6 As Honorary Members for a period not exceeding 3 months in any one year, Members of Reciprocal Clubs who produce formal evidence of such membership.
- 7.7 Members of any other recognised Club approved by the Board of Trustees may be admitted during any period in which that Club's premises are fully booked or closed. Any request for overnight accommodation at the RAF Club requires the prior authorisation in writing from the Club Secretary.
- 7.8 The Club Secretary whilst holding office, shall be an Honorary Member.

8 Associate Membership

An Associate Member is the spouse / civil or unmarried partner of the Member.

- 8.1 Associate Members may use the Club facilities and amenities subject to the limitations defined in the Club Rules; they may not vote nor be appointed to the Board of Trustees nor propose or second candidates for any category of membership.
- 8.2 Associate Membership will terminate in the event that the Full, Affiliate or Family Member ceases to be a Member.
- 8.3 Associate membership will also cease on divorce or judicial or other permanent separation the circumstances of which should be notified by the Member to the Membership Department in writing.
- 8.4 An Associate Member who is widowed may continue to be an Associate Member, until their late spouse's membership expires, notwithstanding an application for Full Membership under Rule 6.9.

9 Affiliate Membership

The Board of Trustees is empowered to elect as Affiliate Members persons who might not have served in the Royal Air Force, and fulfil at least one of the following criteria:

- 9.1 have filled or are filling appropriate appointments at commissioned equivalent status with Royal Air Force connections;
- 9.2 are undertaking activities which provide demonstrable support to the RAF Family;
- 9.3 are current University Air Squadron (UAS) Members, with over one year's service and a reference from the Squadron Commander;
- 9.4 are past members of a UAS, having served on that Squadron for a least one year;
- 9.5 those who are eligible to wear the Flying Badge or "Wings", of their specific Service or Country;
- 9.6 are current Liverymen in The Honorable Company of Air Pilots
- 9.7 are current Fellows or Companions of the Royal Aeronautical Society.

9.8 Affiliate Members may use the Club facilities and amenities subject to the limitations defined in the Club Rules; they may not vote nor be appointed to the Board of Trustees nor propose or second candidates for any category of membership.

10 Family Membership

The Board of Trustees is empowered to elect as Family Members, the parents / legal guardians, siblings, children, grandchildren and nieces / nephews (aged 18 years and over) of Full Members.

- 10.1 Candidates for Family Membership must be proposed by their relative who should normally be a Full Member of the Club of at least 2 years standing.
- 10.2 Where their relative (the Full Member) is deceased, candidates for Family Membership may be proposed by another Full Member of at least 2 years standing, subject to the endorsement of the Membership Committee.
- 10.3 They must be seconded by another Full Member of the Club of at least 2 years standing who is not a relative.
- 10.4 Family Members may use the Club facilities and amenities subject to the limitations defined in the Club Rules; they may not vote nor be appointed to the Board of Trustees nor propose or second candidates for any category of membership.
- 10.5 If the proposing Full Member relinquishes Membership or is expelled, then the Membership Committee will review and may terminate any dependent family memberships. However, in the event of the death of proposing Full Member, the Family Member may continue their Family Membership. Unlike Associate Membership, Family Members cannot be converted to Full Membership.

11 Election of Members

- 11.1 A candidate, serving in the Royal Air Force, or Royal Air Force Reserves as a Commissioned Officer is eligible to be a Serving Member and should apply in writing to the Membership Department to join the Club (refer to rule 6 for the full list).
- 11.2 Unless transferring at the time of retirement from the Royal Air Force, a candidate for election as a Former-Serving Member shall apply in writing to the Membership Department. If a candidate left the Service or resigned from the Club more than six years ago, they will be required to be proposed and seconded by Full Members of at least 2-years standing.
- 11.3 The widow or widower of a Full Member or Affiliate Member is not required to be proposed or seconded if electing to apply for Full Membership in their own right under Rule 6.9.
- 11.4 The names of candidates for election as Former-Serving Members will be registered, and the particulars relating to them will be posted on the Club Notice board at least 14 days before the day of election. Such particulars will be dated and signed by the Club Secretary. The Board of Trustees will approve the election of candidates for Full Membership.

- 11.5 A candidate for election as an Affiliate Member under Rule 9 will be proposed and seconded by Full Members of at least 2 years standing. The Membership Committee will first approve such candidates before being put forward for election by the Board of Trustees. Their names will be registered and particulars relating to them will be posted on the Club Notice Board at least 14 days before the day of election. Such particulars will be dated and signed by the Club Secretary.
- 11.6 A candidate for election as a Family Member under Rule 10 will be proposed and seconded by Full Members of at least 2 years standing. Should a candidate for Family Membership, or their proposer not be in a position to find a seconder, they may apply directly to the Board of Trustees. Their names will be registered and particulars relating to them will be posted on the Club Notice Board at least 14 days before the day of election. Such particulars will be dated and signed by the Club Secretary.
- 11.7 When a Member has been duly elected and has paid the relevant fees, a Membership card will be issued and the newly elected Member will become eligible to the benefits and privileges of the Club.

12 Joining fees

Joining fees are payable by those applying for family and affiliate membership.

13 Annual Subscriptions

- 13.1 Royal Air Force Serving and Reserve Members will be required to pay as an annual subscription a sum not more than one day's basic pay (plus VAT as appropriate at current rates).
- 13.2 Newly commissioned Officers including those holding the Cadet Forces Commission are entitled to receive up to five years' membership at £12.00 per calendar year or such other rate agreed by the Board of Trustees paid by Direct Debit. Thereafter, the subscription will be collected each February by direct debit.
- 13.3 The financial benefit conferred by Rule 13.2 will vary according to the date on which the applicant completes the course at Initial Officer Training and graduations after 1 July will not be charged for that year. Thereafter the subscription will be collected each February. At the end of the entitlement normal subscription rates apply.
- 13.4 Honorary Members for Life and Honorary Members are not required to pay subscriptions.
- 13.5 A Former-Serving Member will be required to pay an annual subscription, the amount of which will be determined by the Board of Trustees and become effective from the 1st January next after any change.
- 13.6 A Serving Member upon leaving the Service will remain on the 'Serving Officer' rate for the remainder of the year, changing to the Former-Serving subscription rate in January of the following year.
- 13.7 An administration charge will be payable by Associate Members; the rate will be determined by the Board of Trustees.
- 13.8 Affiliate and Family Members will pay such annual subscription as may be determined by the Board of Trustees.
- 13.9 Any Member who is elected shall pay the appropriate proportion of subscription for their first calendar year.
- 13.10 All subscriptions, apart from Serving, are payable by direct debit on or by the 1st January each year, by or upon election, or upon such other dates as agreed by the Board of Trustees. Serving subscriptions are payable by direct debit on or by the 1st February each year.
- 13.11 Payment of the subscription shall be considered as acceptance of the Rules of the Club. If a Member fails to pay their annual subscription within 60 days from the date on which it is due, they will cease to be a Member of the Club.
- 13.12 A Full Member who has reached the age of 65 and has a minimum of 25 years continuous membership, or such other length of time as may be decided by the Board of Trustees, may apply in writing, subject to the approval of the Board of Trustees, to receive a reduction of 25% of

the former serving subscription rate. In all cases, the decision of the Board of Trustees shall be final. (See also Rule 6.9)

14 Resignation / Termination of Membership

Any Member resigning their membership must signify their wish in writing to reach the Club Secretary by the 10th December, or they will be liable for subscription for the ensuing year.

Refunds of subscriptions will not be given more than 30 days after a subscription has been paid unless exceptional circumstances can be proven to the Club Secretary in writing.

15 Expulsion of Members

15.1 The Board of Trustees shall have the power to suspend / expel a Member when, in its opinion, it would not be in the interests of the Club for them to remain a Member.

15.2 A Member shall not be expelled unless they are given 14 days' written notice of the meeting of the Members of the Board of Trustees at which their expulsion shall be considered and written details of the complaint made against them.

15.3 Unless in any case it decides to the contrary, the Board of Trustees shall delegate the powers set out in paragraphs 15.1 and 15.2 to a panel of no fewer than three trustees, the composition of which shall be nominated from time to time by the Chairman or Vice-Chairman of the Board of Trustees.

15.4 The Board of Trustees may exclude the Member from the Club's premises until the meeting considering the expulsion has been held. For the avoidance of doubt, the Member shall be entitled to attend that meeting for the purposes of making their representations.

15.5 In the event that a Member is expelled from the Club in accordance with this Rule 15, the Member shall not be re-admitted to the Club either as a Member or as a guest of a Member unless the Board of Trustees decides otherwise.

16 Non-Settlement of bills

Members are expected to settle their bills when presented. Any Member who has a bill outstanding with the Club, and who fails to give a sufficient explanation to the Board of Trustees within 7 days of being asked in writing, may be removed by the from the List of Members and will forfeit all right to use the Club.

17 Effect of removal from the List of Members

Any person ceasing to be a Member shall be removed from the List of Members and forfeits all rights in relation to and claims upon the Club, its property and its funds and has no right to the return of any part of their entrance fee or subscription.

18 Guests

18.1 Every Member may introduce guests to the Club and are expected to be present with them. The names of the guests must be entered in the Visitors Book when they enter the Club. For private functions the Club must receive the guest list at least 48 hours, or such other time as prescribed under licensing regulations, in advance. (Refer to the rule entitled Private reception rules).

18.2 The introduction of guests is subject to such regulations as the Board of Trustees consider necessary on any particular occasion. For private functions, it is expected that the sponsoring Member is present for the entire event. The sponsoring Member may nominate another Member to undertake this role. The sponsoring Member is responsible for ensuring payment of the event and is liable if payment is not received.

18.3 A Member introducing a guest is responsible for their observance of the Rules of the Club.

18.4 No Member shall introduce as a guest any person who has ceased to be a Member under Rules 13, to 17 or a Member under suspension. The Board of Trustees has the right to advise a Member that these guests may not be introduced.

19 Notice Boards

No notices, written or printed, shall be displayed in the Club without the agreement of the Board of Trustees or the Club Secretary, acting on its behalf.

20 Restrictions on use for business purposes

20.1 Members may not carry on any profession or business through the facilities of the Club.

20.2 Discussions of a business nature and the use of business papers may only take place in public areas designated by the Board of Trustees in accordance with rules 42 to 44,

21 Use of the Club address

No Member shall allow their name with the address of the Club attached thereto to appear in any advertisement or prospectus of any company, except with the written permission of the Board of Trustees.

22 Loss of Members' property

The Club is not responsible or liable for any property lost on the premises. Members are responsible for informing their Guests of this rule.

23 Charges

The Board of Trustees shall set all charges for the services and facilities provided by the Club. Details of such charges will be shown on menus, price lists and tariffs.

Bedrooms

24 Bedrooms

- 24.1 A Member may not occupy a Club bedroom for more than one stay of ten consecutive nights in any period of 60 consecutive days, except with the prior authorisation in writing from the Club Secretary.
- 24.2 Members may apply to bring guests to occupy one additional bedroom. Exceptions to this provision may be authorised in advance by the Club Secretary. Guest rates will apply to the additional room(s)
- 24.2.2 No Member may introduce or sponsor for use of bedroom accommodation a Serving Officer, who, whilst being eligible, has declined to take up membership of the Club.
- 24.2.3 In the event of Non-members staying without a member, the supporting member must have permission from the Club Secretary and provide home address details and credit card information at the time of the reservation. Upon arrival, a credit card of the Non-member will be pre-authorised for payment of the room and estimated incidental charges.
- 24.3 A credit card is required at the time of booking to guarantee the bedroom reservation. This card will be charged in the event of a no-show or late cancellation.
- 24.4 Bedrooms are normally available for check-in after 1500hrs. Rooms must be vacated by 1100hrs. On making a reservation, a Member must specify the number of nights for which the room is required.
- 24.5 A Member may also book a bedroom for day-use between 10.00 and 17.00 when a charge of 50% of the overnight rate will be levied. Shower and changing facilities are also available at no cost.
- 24.6.1 A charge for the room may be levied for the first night of reservation unless it is cancelled before 0900hrs on the day **before** arrival. The room will be re-let for the remaining nights unless contrary instructions are received
- 24.6.2 In the event of a no-show, the Member will be charged the full cost for the first night of a booking and dependent upon circumstances, may be charged for subsequent nights.
- 24.7 Bedroom accounts must be settled when the room is vacated or when the balance has reached £1000 or such other amount that has been previously agreed with the Club Secretary.
- 24.8 A person who falls ill in Club accommodation is required to inform the Management as soon as practicably possible. With the exception of emergency first aid, the Club is not liable or able to provide appropriate facilities to any Member or Guest who falls ill in Club accommodation or has personal care needs. Consequently, the Club Secretary, on the advice of a medical Doctor may require the immediate removal of any such person.
- 24.9 Members from other clubs with reciprocal agreements and members from London Clubs with agreed arrangements in force should present written evidence that they are members in good standing of their own Club, before they may request bedroom accommodation. The bookings details will include the home address and credit card details for pre-authorisation.

25 Smoking

Smoking, including electronic cigarettes is forbidden anywhere inside the premises.

26 Provision of meals

- 26.1 Meals will be served in the Club at times displayed on the Club Notice Board.
- 26.2 Special meals ordered but subsequently cancelled will be charged for in full, unless the cancellation of the order is given 2 hours prior to the time arranged for the meal.
- 26.3 A table booked for a specific time will not be held for more than 20 minutes after that time.

- 26.4 Members requiring early or late suppers should place their request with the Front Desk staff before noon on the relevant day.
- 26.5 No Member may bring food into the Club for consumption in any of the public rooms.
- 26.6 Only in special circumstances with reasonable prior notice will meals be served in the bedrooms.

27 Private reception rooms

- 27.1 Members may reserve private reception rooms to hold reunions and functions. The Member making the booking is responsible for all expenses. Confirmation of all function details (menu, wines etc.) should be given no later than 21 days beforehand.
- 27.2 Final numbers for catering and a guest list of all attendees should be confirmed no later than 72 hours beforehand, after this point any decrease in numbers will be charged at full rate. Any increase in numbers will be subject to availability.
- 27.3 A provisional booking will be held for 2 weeks before it will be automatically cancelled unless it is confirmed and made into a definite booking within this 2 week period and a deposit paid. If a confirmed (definite) booking is to be cancelled notification needs to be made in writing to the Conference and Banqueting department at least 8 weeks in advance. When a cancellation is made the following applies if it has not been possible to re-let the room.
- If made less than 8 weeks prior to the event, then 50% of the room charge or equivalent will be payable.
 - If made less than 4 week prior to the event, then 75% of the room charge or equivalent will be payable.
 - If made less than 2 week prior to the event, then 100% of the room charge or equivalent will be payable.
 - If a cancellation is made within a week of the event full cost of food and room charge will be payable.
- 27.4 If full payment for the event is not received on the day of the event at the Club then payment must be made to the RAF Club accounts department within 21 days of the date of the function otherwise late payment charges may be applied. Invoices for all outstanding charges regarding the event will be made out to the host or sponsoring member of the function unless agreed otherwise at the time of booking. The host or sponsoring member is responsible for all guests during their time at the Club and therefore liable for charges those guests may incur.
- 27.5 The Sponsoring Hosts or members are expected to remain on the premises until their non-Member guests have departed the premises.

The Club House

28 Opening and closing of the Club House

- 28.1 The Club shall open to Members from 0700hrs until 0130hrs, or such other times as may be decided by the Board of Trustees. The opening and closing times are displayed on the Club Notice Board.
- 28.2 Except in exceptional circumstances, Members and guests will not be allowed in the Club during the closed hours unless resident.
- 28.3 The Board of Trustees has the power to close the Club House or part thereof for any reason.

29 Club Employees / Gratuities / Service Charge

- 29.1 Members are not expected to give gratuities to the Club's employees.
- 29.2 Members should note that the Club's employees are not permitted to use Members' facilities unless prior permission has been given by the Club Secretary.
- 29.3 An optional 10% service charge is added to Member functions, lunch and dinner bills in the Dining Room. A mandatory 10% service charge is added to Trading Company functions bills.

30 Cash withdrawals and payments

- 30.1 Cash may only be obtained from Reception, subject to the availability of sufficient cash on the premises, and by use of a debit card up to a maximum of £150, provided this is within the authorisation level of the debit card.
- 30.2 A Member whose payment is dishonoured may be suspended from Membership until the Board of Trustees has investigated and made a decision on the case. Any costs incurred will be at the expense of the Member.

31 Letters, parcel security and address confidentiality

- 31.1 For security reasons, Members are discouraged from sending letters and especially parcels to the Club. Members are asked to notify the Club Hall Porters the expected arrival of any small parcels. Large parcels will not be accepted.
- 31.2 Letters, messages or parcels addressed to a Member will not be given up to any other person without the Member's written authority.
- 31.3 Letters addressed to Members at the Club will be forwarded to their last known address unless written instructions to the contrary have been given to the Club.
- 31.4 Registered letters and small packages will be kept at the Hall Porter's desk for collection and the Club will notify the Member and ask for instructions.
- 31.5 Unclaimed letters and parcels addressed to Members at the Club will be returned 1 month after delivery.
- 31.6 The Club will not be held liable for the keeping and forwarding of Members' letters and packages.
- 31.7 For reasons of data protection, addresses and telephone numbers of Members will not be given by any member of staff to any person or organisation, except when required to do so by law.

32 Damage to Club property

Breakages or damage to Club property by a Member or their guests will be charged to the responsible Member, including the cost of any item that for reasons of hygiene may have to be replaced.

33 Removal of books, newspapers and Club property

- 33.1 Members are not to remove newspapers, magazines or periodicals of any description from a public room unless the Club Secretary has given permission.

- 33.2 Library books may be borrowed and taken off the premises, in accordance with the Library Register which must be completed prior to removal.
- 33.3 Members are not to remove Club property from the premises, unless the Club Secretary has given specific permission in writing.

34 Storage of Members' property

The Club reserves the right to search any items brought into the Club, including those deposited for safe keeping. Refusal will result in storage being refused and entry being denied.

- 34.1 Luggage will not be accepted by the Club for permanent storage or safekeeping. When space is available, Members in transit may leave no more than 3 pieces of clearly labelled luggage of a reasonable size at the Club free of charge for a period of up to one week. Thereafter a charge for each week or part of a week will be made.
- 34.2 The Board of Trustees may, without being liable to the Member to whom the same belongs, dispose of any piece of unclaimed or unidentified luggage left in the Club House for more than 3 months.
- 34.3 Receipts shall be given for all luggage deposited but the Club is not responsible for such luggage, which is accepted only at the risk of the Member.
- 34.4 **The following are prohibited and must not be brought onto the Club premises:** firearms (real or replica), ammunition, explosives or flammable substances of any description.

The Dress Code

35 The Club Dress Code

The Club dress code is:

Cowdray Lounge and Dining Room	Informal dress: 0630hrs to 1800hrs weekdays, Friday evenings, weekends and bank holidays
	Formal dress: From 1800hrs Monday to Thursday From 1 st May to 30th August jackets may be removed.
All other Club areas	Informal dress at all times
Gentlemen and Ladies	Modest attire should be adhered to at all times
	Formal dress
Gentlemen	<p>Permitted Suit or jacket with smart trousers, collared, shirt, tie & appropriate footwear.</p> <p>Not permitted Jeans and Trainers</p>
	Informal dress
	<p>Permitted Polo shirts, smart trousers, smart tailored shorts, untorn jeans and trainers.</p> <p>Not permitted Rubberized flip-flops, t shirts, sports attire, hooded tops or overtly branded attire.</p>
Ladies	Please use the above as a guide, ensuring modesty is maintained at all times
	Smart sandals and t-shirt style tops are permitted.
Children	16yrs and older – the above adult rules apply
	Under 16 – Parents/Guardians are responsible for ensuring that their children are dressed appropriately.

- 35.1 Members are responsible for ensuring their guests comply with the Club dress code.

Club House Rules

36 Receipts for payment

All payments made by Members are recorded at the point of sale through the Club's systems. All receipts will be issued at the point of sale.

37 Sale and consumption of intoxicating liquor (alcohol)

All payments made by Members are recorded at the point of sale through the Club's systems. All receipts will be issued at the point of sale.

- 37.1 The sale of alcohol is available only to persons of 18 years and over. The hours during which alcohol will be supplied for consumption in the Club shall normally be:
 - 37.1.1 Mondays to Thursdays - from 1130hrs to midnight;
 - 37.1.2 Fridays and Saturdays - from 1130hrs to midnight;
 - 37.1.3 Sundays, Christmas Day and Good Friday from 1100hrs to 2230hrs.
- 37.2 An extension to the normal bar closing time up to 0100hrs should be arranged at least 24 hours in advance and will result in a charge being raised to defray additional costs.
- 37.3 The Night staff will have a limited range of drinks solely for purchase by those who are resident in the Club.
- 37.4 Sales of alcohol outside of the hours of 1100hrs to 0100hrs to non-residents will only be permitted with an appropriate extension granted by the relevant Authority.
- 37.5 Sale of alcohol is available from the Club Shop, but only for consumption off the premises.
- 37.6 No Member is to bring alcohol into the Club for consumption in any of the public rooms.

38 Children (up to 16yrs of age)

Children are welcome in the Club at all times providing that:

- 38.1 Members and their guests personally supervise their children at all times;
- 38.2 The comfort and tranquility of other Members are respected; and
- 38.3 Licensing regulations are complied with in respect of alcohol and young persons.

39 Pets

No animals or pets, other than guide dogs are permitted in the Club.

40 Security

- 40.1 Membership cards must be shown at all times when entering the Club. Luggage / bags (with the exception of handbags) must be deposited at the Concierge desk, unless they are being taken to a bedroom, private function room or the Business Suite. The attention of Members is also drawn to Rule 18 with respect to guests.

41 The Fitness Centre

Use of the Fitness Centre is subject to the Rules and Regulations, which are posted inside the Fitness Centre. Use of the Fitness Centre is restricted to Club Members only, unless the guest of a Member is a resident of the Club.

All users must wear appropriate clothing and footwear, and must sign in the book provided prior to using the facilities on each visit. By signing in, the user agrees to the rules and the Fitness Centre disclaimer. No children under 16 are allowed in the area and anyone aged 16-18 must be accompanied by an adult.

42 Public Rooms

See also rule 43

The following rules apply

	Permitted	Not permitted
Cowdray Lounge & Dining Room	Handbags, tablets (on silent mode with no headphones) and mobile phones (not including calls)	Business papers, laptops, overcoats, luggage, briefcases and other bags.
Running Horse Tavern	Briefcases, handbags, tablets (on silent mode with no headphones) and mobile phones (not including calls)	Business papers, laptops, overcoats, luggage and other bags.
The Library, Business Suite (and Churchill Bar when not in use)	Briefcases, handbags, tablets (on silent mode with no headphones), mobile phones (not including calls) and laptops.	Overcoats, luggage and other bags.

43 Portable electronic devices and mobile telephones

- 43.1 For the purpose of this Rule, Portable Electronic Devices (PED) including mobile telephones are defined as a device with a screen but no permanently attached physical keyboard (e.g. an Apple iPad, Samsung Tablet, Kindle, iPhone, etc.) up to a maximum size of approximately 28 cm.
- 43.2 Save as provided in the following provision of this Rule, mobile telephones and all other PEDs must be read in all areas of the Club premises in silent mode.
- 43.3 Mobile telephones may be used by members and visitors for the purpose of speaking and listening when in the following areas: the lobby area outside the Business Suite, private function rooms and main corridors on the ground and first floors.
- 43.4 Laptops may be used by members and visitors in the library, the Business Suite, private function rooms and in the main corridors on the ground and first floors. Laptops may also be used in the Churchill Bar and the Running Horse Tavern outside of normal operating hours.
- 43.5 Members are responsible for ensuring that their guests comply with the requirements set in rule 42.

44 Wireless network and computers

Use of the Club's Wireless Data Network is subject to the following conditions:

- 44.1 The good name of the Club shall not be brought into disrepute.
- 44.2 The user shall not engage in any activity on the network that would be deemed unlawful. This includes, but is not limited to: storage, production or reproduction of obscene or defamatory material; activities which breach the Data Protection Act; activities which breach the Computer Misuse Act; and any breach of Copyright Law.
- 44.3 By connecting to the Club network the user is deemed to have agreed to the above conditions. Users are responsible for taking reasonable precautions to ensure that guests do not misuse systems and data registered in their name. Breaches of these conditions may result in action against the user by the Board of Trustees, which also reserves the right to discontinue the service should it be deemed appropriate.

- 44.4 Computers are available for Members' use in the Business Suite and Library. Use of these computers is conditional on acceptance that no changes are made to the operating software and/or private files stored on the internal drives.
- 44.5 Members should observe a usage time of no more than 20 minutes when other Members are waiting to use a computer.

45 Lockers

Lockers of various sizes are located on the premises and are available for annual rental – details of the rates and sizes of the lockers are available from Reception and rentals are subject to conditions as below:

- 45.1 It is expressly forbidden to store in lockers (or elsewhere on the premises) open food items, firearms, ammunition, explosives, inflammable substances, illegal printed material and any items that might cause injury, offence or an infestation.
- 45.2 The annual payment for lockers will be made by Direct Debit on the first working day of January.
- 45.3 If payment has not been received by 31 March, the Club reserves the right to reclaim the locker⁵ and dispose of the contents.
- 45.4 Any damage to lockers will be at the Member's cost
- 45.5 Only one locker per Member will be assigned.
- 45.6 The Club reserves the right at any time to open a locker and, if necessary, remove the contents.
- 45.7 The Club accepts no responsibility for the damage or loss of any property from a locker.

46 Complaints

Members having cause of complaint should notify the Club Secretary without delay, either verbally or in writing. In particular, Members are requested not to reprimand an employee under any circumstances.

47 Advice, assistance and suggestions

- 47.1 Members experiencing any difficulties with facilities or service or who require any advice or assistance should contact the Reception desk staff who will either deal with the subject or refer the matter to the responsible manager.
- 47.2 Suggestions with a view to improving service to Members are always welcome and should be entered into the Suggestions Book, addressed to the Club Secretary or made via the Club's website.

48 Rules to be deemed binding

Copies of these Rules are available in the Club. A copy of these Rules will be displayed in the Club and no member shall be absolved from their effect by any allegation of not having received them or ignorance of their contents.

49 Interpretation of the rules

- 49.1 Any question relating to the Objects of the Club may be referred by any Trustee to the Charity Commissioners for its opinion or advice. Other matters arising under these Rules should be referred to the Board of Trustees whose decision is binding.
- 49.2 In these Rules the word "Member" means a Member of the Club and unless otherwise indicated by the context shall apply to all categories of membership.
- 49.3 The Chief Executive Officer and Club Secretary shall be referred to as the Club Secretary for the purposes of the rules.