



The Lansdowne Club

RULES AND BYE-LAWS

April 2011 v2

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FOREWORD

The Rules and Bye-laws which follow refer to the conduct of the Club. The Corporate Rules are given in the Memorandum and Articles of Fitzmaurice House Limited. A précis of the most pertinent Articles follows.

CORPORATE STRUCTURE

The freehold of the building is owned by Lansdowne Club Limited and 95% of the shares in this company are held by Fitzmaurice House Limited ("FHL"). FHL is also the trading company for the Club and every Member of the Club is also a Member of FHL, thus the Club is owned by the Members.

The Board of Directors of Fitzmaurice House Limited is called the Council and is also responsible for the day-to-day running of the Club. The Chairman and Council appoint the Club Secretary who is the Chief Executive and the Company Secretary.

OFFICERS OF FHL

The Chairman

The Chairman is elected by the Council from its members annually by secret ballot at the first meeting of the Council after the Annual General Meeting. He or she may not hold the office for more than six continuous years, on expiry of which he or she automatically ceases to be a member of the Council.

The Commissioners

The Council will appoint Commissioners of whom there will be not less than two nor more than three. Commissioners appointed would not occupy a seat on any committee of the Club during his or her tenure as a Commissioner and if appointed from the Council, a gap of three years should be taken between leaving one post and taking up the next. They have rights, amongst other things, of convening an Extraordinary General Meeting and attending any Council or sub-committee meetings.

The Council

The Council consists of between eight and twelve Members of the Club and they automatically retire from office six years after the date of their first appointment.

Rotation of Council Members

One quarter of the Council retire from office annually and may offer themselves for re-election at the AGM.

Election of Council Members

Candidates must have been full Members of the Club for three or more years. At least sixty days before the AGM, a book is made available where Members may enter the names of those they propose to fill vacancies on the Council. Each candidate must have at least twelve Members supporting him or her, by signing their names in the book, which is closed forty-five days before the AGM. If the number of nominated Members is more than the number of vacancies, there will be a ballot. Ballot forms will be sent to Members with the Notice of the Annual General Meeting and must be returned not less than 24 hours before the time of the AGM.

Sub-committees

The Council may delegate any of its powers to sub-committees as it thinks necessary.

RULES AND BYE-LAWS

The Council may make, alter and repeal the Rules and Bye-laws as it thinks necessary, subject to ratification at the next Annual General Meeting.

MEMORANDUM AND ARTICLES

These are available to Members during office hours in the Secretary's Office.

RULES

I. Definitions

In these Rules and in the Bye-laws, where the context so admits, the following words and expressions shall have the following meanings:

- a) "British Isles" – England, Scotland, Wales, Northern Ireland (excluding the Isle of Man and Channel Islands).
- b) "Club" – the Lansdowne Club
- c) "Club premises" – 9 Fitzmaurice Place
- d) "Council" – the Council of Fitzmaurice House Limited
- e) We have three principal categories of membership; Town Country and Overseas.

A "Town" Member is defined as a Member who has residency (owned, rented, shared or company) within 50 miles of the Club or such other distances laid down by the Council from time to time.

A "Country" Member is a Member who has no residence of any description (owned, rented, shared or company) within 50 miles of the Club or such other distance as laid down by the Council from time to time.

An "Overseas" Member resides overseas and has no residence of any description (owned, rented, shared or company) with the British Isles.

- g) "Membership year" – the period of twelve months starting on the date on which the subscription became due.
- i) "Reciprocal Member" – a Member of another club that has such an arrangement with the Lansdowne Club.
- j) Where applicable, the singular shall imply the plural and the masculine shall include the feminine and vice versa.

2. Name

The name of the Club shall be The Lansdowne Club.

3. Relations with Lansdowne Club Limited

So long as the Club is provided by Lansdowne Club Limited (hereinafter referred to as "the company") with premises and other amenities reasonably necessary for carrying on a social Club, all fees and subscriptions payable by Members shall be paid to the Company. The Club is a non profit making organisation.

4. Limited Liability of Members

A Member shall not by reason of his membership be under any financial liability, except for such payments as the Rules and Bye Laws prescribe from time to time, nor have any claim to the ownership of any part of the Club or its property.

5. Conduct of the Club

The Conduct of the Club and its Members shall be the responsibility of the Council.

6. Rules - How Made

- a) The power to make Rules and Bye-Laws and to repeal and amend them shall rest with the Council.
- b) All Rules and Bye-Laws from time to time in force shall be binding on Members. Due notification of a Rule or Bye Law having been made, repealed or amended shall be considered to have been given to Members if posted on the Club notice board.
- c) The Rules shall be printed and a copy or an extract sent to each newly elected Member, other than a temporary Member.
- d) Any question as to the interpretation or application of the Rules and Bye-Laws shall be decided by the Council, whose decision shall be final and binding on Members.

7. Membership and Election thereto

- a) *The classes of Membership shall be:*
Town Over 65, Town Under 65, Town Under 35, Town Under 30, Country Over 65, Country Under 65, Country Under 35, Country Under 30, Overseas Over 65, Overseas Under 65, Overseas Under 30, Club 1824 (18-24), Under 18, serving officers of HM Forces (as for Country), Honorary, and such other class or classes as the Council may from time to time decide.

The age of the elder spouse or civil partner shall be the deciding factor in each joint category. The rights attached to each class, the maximum number of Members of each class and the respective

entrance fees and annual subscriptions shall be such as may be fixed from time to time by the Council, who may waive, reduce, increase or defer an entrance fee or annual subscription, or any part thereof, in particular cases at their discretion.

b) *Mode of Election*

The election to every class of Membership shall be in the hands of the Council. The Council may elect or refuse to elect as they think fit. Should the election be by ballot, two black balls shall exclude. The Council shall not be called upon to give any reason for refusing to elect a candidate put forward for Membership.

c) *Honorary Membership*

Honorary Membership, which shall be in the sole gift of the Council, may be offered to those members, or other persons, who have made an outstanding and unremunerated contribution to the Club. Honorary Membership shall be awarded for a period not exceeding one year and is subject to review on an annual basis thereafter by the Council which may at its sole discretion renew this. The Council may in its absolute discretion withdraw Honorary Membership at any time.

d) *Temporary Membership*

The Council may at its discretion grant temporary Membership to friends of Members, candidates awaiting election and *bona fide* Members of clubs with whom reciprocal arrangements have been established. Such Membership shall be granted for periods not exceeding three calendar months. The Secretary shall deal with all requests for temporary Membership. The Secretary, when not on duty, may authorise the Duty Manager to grant temporary Membership for periods not exceeding 48 hours.

- e) The names of temporary Members shall not be inserted in the Register of Members.
- f) The Secretary shall send to each Member, upon election, a written notice of the Rules and Bye-Laws then in force.
- g) The entrance fee and first subscription shall be paid by cheque, cash, or credit card and lodged with the Secretary prior to election.
- h) All subsequent subscriptions, except those of temporary Members, shall be by variable direct debit. Overseas Members may pay by cash or credit card should they not have a British bank account.

- i) The subscription paid on the anniversary of election shall be valid and unalterable for a year. If a Member changes category during the ensuing year no rebate of subscription will be given. Similarly, the Club will not demand an increase until the next anniversary of election.

8. Sponsoring of Candidates

a) Candidates for Membership

- i) The proposer and seconder must be from a membership category other than Junior, Club 1824, Temporary or Associate Members. Unless exceptional circumstances exist (about which the Council would wish to be informed), the proposer and seconder must have completed a full year of Membership.
- ii) The candidate should be personally well known by their proposer and seconder, who are required to send letters (these may also be sent by email or fax) to the Council stating how long they have known the candidate and giving relevant information in support of their belief that the candidate is socially and in every other way suitable to become a Member.
- iii) Application for election must be made in writing on the printed form of the Club and be signed by the candidate.
- iv) If the forms of application or the letters in support thereof contain any misrepresentation which, in the opinion of the Council, is material and wilful, the candidate, if elected, shall be considered not to have been elected and his name shall be deleted from the Register of Members. Disciplinary action may be taken against the proposer and seconder.
- v) If either the proposer or seconder ceases to be a Member before the day of election, the candidate may be required to find a new proposer or seconder.

b) Candidates for Junior & Club 1824 Membership

Candidates joining Club 1824 must do so prior to turning 21 years of age. Those taking up membership having turned 21 years of age but not yet 30 years of age would fall into the Under 30 category.

c) Candidates without a Proposer or Seconder

When a candidate is unable to, for reasons satisfactory to the Council, find a proposer or seconder in accordance with A or B of this rule, they shall produce such other evidence of their suitability for election as the Council may require and must be interviewed by the Chairman or The Secretary and attend the Application Panel.

9. Annual Re-election of Members

Election to Membership (except in the cases of temporary Membership and Club 1824) shall be for one year but every Member is deemed to stand for re-election annually at the end of their Membership year in the class appropriate to their age and place of residence unless they have given due notice of resignation (see Rule 12). The name of every Member whose Membership year is about to end and who stands or is deemed to stand for re-election shall be considered by the Council who may re-elect or refuse to re-elect each such Member as they in their absolute discretion think fit. The Council shall not be bound to give any reason for not re-electing a Member and a person not re-elected shall cease to be a Member at the end of their current Membership year and shall not be brought into the Club as a guest. Notice by registered or recorded post shall be sent to any Member who has not been re-elected notifying them of the fact.

10. Members' Addresses and Notices to Members

Every Member shall communicate his permanent address to the Secretary and notify him in writing of any temporary or permanent change of address.

11. Non-payment of Subscriptions

- a) If any Member fails to remit the amount of their subscription on the due date, notice shall be sent to them. If payment is not made within the following two months, they will be considered to have resigned and shall be struck off the Register of Members.
- b) The Secretary may reinstate a Member upon payment of the arrears if satisfactory reasons are presented for the delay in payment.

12. Resignations

- a) A Member who wishes to resign must notify the Secretary of their intention in writing. Unless the notification shall have been given one calendar month before the end of their membership year, they will be subject to re-election under Rule 9 and the subscription collected as normal. If Membership is cancelled within one month of re-election there will be a 50% refund on membership fees. After this date, there will be no refund.
- b) Resignation shall be effective at the end of the Member's membership year.
- c) As Banker's Orders can only be cancelled on the instructions of the Member concerned, the responsibility for this cancellation rests solely with the Member. Subscription payments received after the date of resignation, due to Members' failure to cancel their Banker's Order, shall become the property of the Club.

13. Suspension and Expulsion

- a) A Member shall automatically and immediately cease to be a member if:
 - i) A receiving order is made against them, or they make any arrangement or composition with their creditors.
 - ii) They become of unsound mind.
 - iii) They are convicted of any arrestable criminal offence (other than an offence under road traffic legislation in the United Kingdom for which a fine or custodial penalty of fourteen days or less is imposed).
 - iv) They have been at default on the Stock Exchange or a defaulter on the Turf.

However, the Council shall have power, at its discretion, to reinstate them.

- b) Should a Member behave within or without the Club in a manner which in the opinion of the Council is injurious to the character and interests of the Club, or commit any infraction of the Rules or Bye-Laws of the Club, the Council shall, after opportunity has been afforded them of explanation, have absolute power to caution them or suspend them or request their resignation and, if the Member does not resign within one week after such a request, it may forthwith expel them and strike their name off the Register.
- c) If the Council decide that the offence of a Member is sufficient to warrant their immediate expulsion it is empowered to expel them forthwith.
- d) Any person ceasing to be a Member of the Club in accordance with this Rule shall forfeit their entrance fee and subscription and shall not be introduced as a guest.

BYE-LAWS

1. Bye-Laws

The power to repeal and amend these Bye-Laws, and to make new ones, rests with the Council, whose decision as to the meaning and application of any Bye-Law shall be final. Any changes are to be published on notice boards, or as the Council think fit. The definitions pertaining to the Rules apply to the Bye-Laws.

2. Application of Bye-Laws

All Bye-Laws from time to time in force shall be binding on Members. A copy of them shall be sent to every newly elected Member and due notification of a Bye-Law having been made, repealed or amended shall be considered to have been given if posted on the Club notice board.

3. Council Members

- a) Members of the Council, with the exception of the Chairman, are not to direct staff in the daily execution of their duties.
- b) All members of the Council are entitled to assist in ensuring that the Rules and Bye-Laws of the Club are observed. They may and are entitled to approach Members, Members' guests and Reciprocal Members who fail to observe the Rules and Bye-Laws, reporting the matter to the Duty Manager and/or Secretary if thought necessary.

4. Guests

- a) Members may introduce non-residential guests into the Club premises but they must accompany them and be responsible for their behaviour. Guests, unless resident, must neither order nor pay for refreshments and they must leave the Club premises at the same time as, or before, the Members introducing them.
- b) The Council may limit the number of guests on special occasions and may refuse admission to any guest at any time without giving a reason.
- c) Persons staying in the Club as a guest of a Member will be made temporary Members for the duration of their stay, for which a charge will be made, but their conduct and any expenses incurred will be the responsibility of the introducing Member. If resident guests fail to pay their bills then the introducing Member will be responsible for discharging the amount.

- d) Members under the age of 18 years may not take accommodation for guests without the permission of the Secretary.
- e) Members are personally responsible for settling the accounts for any use made of the Club by their guests whether corporate or individual.

5. Cheques

If a Member pays for services by a cheque which is not honoured, the Member may be required to furnish a written explanation to the Council and may be disciplined by them under Rule 13.

6. Business Transactions on the Club Premises

Members may not carry on a profession, trade, business or like occupation on the Club premises, nor use the name or address of the Club for such purposes, or cause letters to be addressed to them otherwise than in their own name. Business meetings with groups of no more than four persons may be held in the Thirties Room and Billiards Room Monday to Friday.

The Business Centre remains available for business use at all times on a first-come-first-served basis.

Laptops, briefcases and business papers are not permitted at any time in any public rooms with the exception of the Business Centre, Thirties Room and Billiards Room.

7. Hours when the Club Premises open

The hours during which Members and their guests may remain in the public rooms, or non-resident Members admitted to the Club premises, shall be prescribed by the Council from time to time.

8. Closing of Club Premises

The Council may at any time close the Club premises or part thereof.

9. Damage by Members

Any Member breaking or otherwise damaging property used for the purpose of the Club may be called upon to make good or pay for such damages.

10. Members' Complaints

- a) Complaints regarding the domestic arrangements of the Club are to be made to the Secretary and/or Duty Manager. Complaints about the food may be made at the time of service to the Dining Room Manager and/or Duty Manager.

b) The conduct of the Club staff is in no case to be made a matter of reprimand by any Member, including Council members, but should be taken to the Duty Manager and/or Secretary.

11. Members' Suggestions

Members wishing to put forward suggestions should do so in writing to the Secretary or per the Suggestions sheets available from Reception.

12. Employment of Staff

No Member shall intimate or cause to be intimidated to any employee their willingness to take the employee into their employment. A Member desiring the services of any employee outside the Club premises must make application to the Secretary but permission will only be granted in exceptional circumstances.

13. Gratuities to Staff

Members are strictly forbidden to offer any gratuity to the Club staff (with the exception of Luggage Porters) but are invited to show their appreciation of the service of the staff, should they desire to do so, by contributing to the Staff Fund and at any time either at Reception or to the Secretary's office by cheque, cash or credit card.

14. Loss or injury to Members and their Property

Loss or injury to any Member or to any guests or staff or agent of theirs, or to any goods or property of theirs, on the Club premises shall not give rise to any claims against Fitzmaurice House Limited, the Club, or any member of the Council.

Articles of value may, on application to the Duty Manager, be deposited in a safe, but Fitzmaurice House Limited declines to undertake any liability in respect of such deposits.

15. Settling of Bills

Members must pay by cash, cheque or credit card for all their requirements on the Club premises unless they have a Member charge account. Those occupying bedrooms may sign vouchers for their requirements during their stay and must settle their bills before departure or once the total bill reaches £1,000 whichever is the earlier.

16. Meals

- a) The hours for serving meals shall be posted in the Crush Hall.
- b) Tables in the Dining Room may be reserved.
- c) Members may be restricted as to the number of guests introduced into the Dining Room.
- d) Guests may not occupy a table to be served with food or drink unless the host Member is present or the guest is a resident. The Member, or the guest if they are resident, shall be responsible for the settlement of the bill.
- e) No food or drink is to be brought into the Club for consumption on the Club's premises.

17. The Bedrooms

- a) The bedrooms are for the sole use of Members, Reciprocal Members or guests and may be reserved up to six months in advance. For rules on children, please see Rule 23.
- b) The procedure for making reservations is as follows:
 - i. Reservations for the same or following night may be made by telephone or personal application at Reception.
 - ii. Reservation requests for other nights may be made by telephone but confirmed in writing.
 - iii. All reservations will be confirmed by post/fax/email unless there is insufficient time to do so.
 - iv. The Club will not be responsible for a booking which has not been acknowledged in such a way.
 - v. All rooms must be guaranteed by credit card or the room will be released at 6:00pm two days prior to arrival.
 - vi. No reservation for a Member's guest will be accepted unless made by the Member in writing.
 - vii. All cancellations must be made in writing via email or post to the reservation office.
 - viii. All reservations made via the online reservation system are considered confirmed with the Member's billing account.
- c) If a Member has booked a bedroom and confirms a booking and then fails to occupy it, he or she will nevertheless be charged for it unless at least 48 hours' notice is received before 12 noon. Reservations made three months or more in advance must be cancelled at least 72 hours prior to date of arrival before 12 noon. A cancellation fee of up to two night's

accommodation will be charged dependent on the number of nights booked.

- i. Multiples reservations (Block Bookings) made three months or more in advance must be cancelled in writing at least five days prior to date of arrival before 12 noon.
- d) Bedrooms will be available from 2.00pm on the day of booking and bedrooms must be vacated by 11.00am on the day of departure, otherwise a late departure fee will be charged.
- e) When exceptional circumstances require notice being given to the occupant of a room to vacate it, such notice may be delivered to them personally or placed on their dressing table not later than 10.30am on the day on which it is to take effect. The room must be vacated within two hours of such notice.
- f) A Member who is ill may be required to vacate his bedroom if, in the opinion of a Doctor, the Secretary, or Duty Manager, such a course is desirable.
- g) No strangers are to be admitted to the bedrooms or bedroom floors except with the sanction of the Secretary or Duty Manager. A Member occupying a suite may entertain other Members or guests in the sitting room.
- h) The Secretary or, in his absence, the Duty Manager, has the authority to require Members, Reciprocal Members and guests to vacate their bedrooms and leave the Club in the event of gross misbehavior or unreasonable noise.

18. Valet Services

Members may not call upon the bedroom staff for assistance in packing or unpacking or for special work, though help will be given when possible.

19. Dress of Members

- a) Members are responsible for the dress of their guest(s) at all times and in all public areas;
- b) Any and all outerwear (overcoats, hats, scarves etc.) should be hung in the cloakrooms or on the coat racks provided and shall not be brought into any of the public rooms;

- c) In all public rooms above the Basement, gentlemen Members and guests should wear jackets and long-sleeved, fully button-fronted collared shirts

and follow a smart business dress code. They are not required to wear a tie. Casual zipped and leather jackets, sweatshirts and fleeces are not acceptable. For the avoidance of doubt the Courtyard and Courtyard Brasserie form part of the Club's public areas;

- d) Ladies' dress should also follow a similar conventional nature, of smart trouser suit, jacket, skirt or dress. Items such as sweatshirts, vest tops, leggings (including jeggings), fleeces, hot pants and shorts are not acceptable.
- e) In June, July and August, gentlemen are not required to wear a jacket in any of the public rooms;
- f) At times of the year when the ambient air temperature exceeds 24°C (75°F), the Secretary will allow gentlemen to remove their jackets. In such instances, notices will be displayed advising Members of this relaxation of the dress code. If jackets are not worn at any time they must be left in bedrooms or in the cloakrooms provided and shall not be left on furniture or draped on chair-backs (specifically in the Adam Room, Round Room, Crush Hall and Dining Room);
- g) Whilst the dress code applies to the Billiards Room and Thirties Room, Business Centre, Courtyard and Courtyard Brasserie, gentlemen may remove their jackets upon arrival in these rooms if so desired. Jackets, if removed, may be hung on the chair-backs or in the cloakroom;
- h) Denim, jeans, sportswear and trainers may only be worn in the sports area and AQUA Café;
- i) At breakfast every day in the Dining Room and throughout the ground floor and upstairs public rooms at the weekends, the current informal dress code will apply; that is jackets are not required and short-sleeved button-fronted shirts are acceptable. Sportswear, polo shirts, jeans and trainers remains unacceptable.

20. Private Parties and Business Functions

Members may apply to the Events Manager for the use of rooms for lunches, dinners, dances, cocktail parties and wedding receptions, as well as business, conferences and presentations etc.

21. Reserved Areas

- a) Members who wish to discuss business affairs may arrange for the hire of function rooms as may be available through the Events Manager, which will not be in breach of Bye Law 6.
- b) Members may take function rooms for up to one hour at no charge for casual business discussions as long as they book the room, which they may do only on the day in question. This privilege will not be available to a Member more than once a week. The usual Club dress regulations must be observed. Should a Member wish to take a room for more than one hour, then a half day or full day fee is payable. A half day would be from 8.30am to 12.30pm or from 1.30pm to 5.30pm, and a full day is in excess of five hours.

22. Outside Organisations

Subject to normal amenities being maintained, the Council shall have the right to allocate rooms to outside organisations for whatever period it may be deemed fit to accommodate them.

23. Children

a) *Accommodation*

Children aged between 6 & 16 years may sleep in a bedroom if a parent is staying in the Club. On Friday, Saturday and Sunday nights children under six years must share the bedroom of a parent.

b) *Dining*

Children aged six years and upwards may eat in the Dining Room, Courtyard Brasserie or AQUA. On Saturdays, Sundays and Mondays, children under six may eat breakfast in the Dining Room and they may attend lunch on Sundays. Children under six may eat in AQUA and the Courtyard Brasserie on Friday evenings (after 2.00pm) and on Saturdays and Sundays. Children under six may not attend the Dining Room, AQUA or the Courtyard Brasserie at any other time.

c) *Sports area*

Children aged between 3 & 6 years must be supervised by an adult in the swimming pool at all times. Entry to the pool is only at weekends and on bank holidays between 9.30am and 11.30am. A maximum of two children per adult is permissible. Children aged between 7-15 years must be supervised by an adult at the poolside at all times. Entry to the pool is only after 9.00am Monday to Friday and at any time at weekends and bank holidays. A maximum of two children per adult is permissible.

- d) Children under twelve years are not subject to the dress code but are expected to wear smart casual clothes, which include smart denim and trainers.

24. Dogs

No dogs or other animals are allowed in the Club premises except for guide dogs.

25. Smoking

Smoking is, by law, only permitted in the Courtyard.

26. Notices in Club Premises

No posters, placards, advertisements or notices of any kind shall be put up in the Club premises without the permission of the Secretary.

27. Newspapers, Magazines and Periodicals

No newspapers, periodicals or books may be removed from the Club premises and Members are requested to leave newspapers and periodicals in the room in which they find them and replace all books in their proper place. Club periodicals and newspapers may not be taken to the bedrooms. Members requiring newspapers in the bedrooms must order them from the Hall Porters.

28. Letters, Parcels etc.

- a) No letter or parcel addressed to a Member shall be given up to any other person except with the written authority of the addressee.
- b) Letters and parcels addressed to a Member at the Club premises shall be received and will only be forwarded, at the Member's own risk and cost, if a forwarding address has been given. Letters not claimed and for which no forwarding address has been given will be disposed of periodically at the discretion of the Secretary.
- c) All letters arriving by post for Members staying in the Club premises shall be delivered to their bedroom.

29. Telephone Calls

- a) A Member who is expecting a call should keep Reception and the Hall Porters informed of their movements so that they can be quickly found. The Hall Porters may not leave the entrance hall unattended whilst locating Members.
- b) All charges for telephone calls, other than those made from bedrooms, must be paid for at Reception or the Porters Desk.

30. Items found on the Club Premises

A list of items found on the Club premises shall be entered into a book kept for that purpose. Articles not claimed at the expiration of six months may be disposed of as the Secretary sees fit.

31. Storage of Luggage

- a) Luggage shall not be left in the entrance hall or in any of the public rooms of the Club premises, but shall be taken immediately on arrival to the room engaged, or to the luggage room in the basement if space is available, for a short period at the Members' risk. Priority is given to Members resident in the Club premises.
- b) Luggage may be left in the luggage room for no longer than ten days, except with the Secretary's permission. After this time, items will be disposed of following suitable notice given to the owner.

32. Sports Lockers

- a) A limited number of private lockers are available in the sports area for hire to Members at rentals payable in advance by direct debit. Lockers taken up during the year will be payable by cheque or credit card *pro rata* for the remaining months of the calendar year.
- b) Lockers may be rented by all Town and Country Members but, owing to the limited number, not by Overseas Members.
- c) If a Member does not wish to renew the hire of their locker, they must inform the Secretary in writing one month before the rent for the coming year falls due, otherwise they will be liable for that rent.
- d) When a locker is given up, the Member must forthwith remove the contents and return the key to the Sports reception. Anything subsequently found therein will be removed and stored at the expense and risk of the owner, notice being sent to him by the Sports Manager.
- e) A Member who loses their key will be charged for a new key.

33. Members' Cars

The Club staff cannot be held responsible for Members' cars parked outside the Club, neither for their safety from theft nor infringement of parking regulations.

34. Games

Special Bye-Laws relating to Squash, Swimming, Fencing and other sports and games will be kept posted in the sections of the Club premises set apart for them. Members should inform themselves accordingly.

35. Executive Staff

Executive members of the staff for the time being may be elected as Honorary Members of the Club.

36. Reciprocal Clubs

A Member may use other clubs with which the Lansdowne Club has reciprocal arrangements and a list of these clubs is kept at the Porters Desk. Members are to obtain an up-to-date card of introduction from the Secretary before each visit and are to settle their bills before departure from the Reciprocal Club.

37. Reciprocal Members

Members of other clubs with which the Lansdowne Club has reciprocal arrangements may only use the sports facilities of the Club for a period of up to one continuous month within a 12 month period. Use of all other Club facilities should be used within the spirit of reciprocity and a card or letter of introduction from the Secretary of their Club is required in all instances before reciprocity is extended.

38. Mobile Phones, Portable Office or Business Equipment

- a) Mobile telephones must be switched to silent on entering the Club. Although Members may use their phones to make/receive non verbal communication (e.g.text messages and emails) they may not be used for telephonic communication in any of the public areas, including staircases, corridors and cloakrooms of the Club.
- b) Laptops may be used at all times in the Business Centre, Thirties Room and Billiards Room Monday to Friday.
- c) iPads, tablets and E-readers may be used in all public rooms on a single-use basis and as a shared device in the Business Centre, Thirties Room and Billiards Room.

39. Bags and Briefcases

Bags (other than ladies handbags) and briefcases shall not be brought into any public room with the exception of the Thirties Room and Billiards Room. They shall be left in the Cloakroom in the Crush Hall or outside the Dining Room. Bags, briefcases and items of value may also be deposited at the Porters' Desk for safekeeping.

40. Squash Court Bookings

Squash courts may be booked up to one week in advance unless paid for in advance. Members who do not take up squash courts which they have booked a week in advance, or cancel with insufficient notice, will be liable to a fine which will be decided by the Council. Members may book courts fifteen days in advance, in person only, when they are to pay at the time of booking. No refund will be given but a booking may be changed to another occasion in the same week without charge depending on availability.

41. Booking Rules for Club Events

The following Rules apply for the booking of all Club events:

- a) Preliminary bookings will only be accepted on receipt of a Member's credit card details.
- b) No bookings will be accepted as confirmed unless it has been paid for in full by cheque, cash or authorisation has been given to use a credit card.
- c) If a booking is cancelled between two to seven days prior to the event, 50% of the ticket price will be refunded. Thereafter there will be no refund.
- d) For cancellations within 48 hours of the event the full ticket price will be payable.

42. Removal of Property

No chattel or fixture or fitting belonging to the Club may be disposed of without the agreement of the Secretary.

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