

# Conference & Events - Member Terms & Conditions

## **Confirming your booking**

The selected function room(s) will be held as a provisional booking for 14 days from the day of booking. Whilst a reservation remains provisional, the Club will continue to market the function rooms(s).

The Conference & Events team will offer you the opportunity to confirm the booking if another enquiry is received for that same period. In order to confirm the function room(s), a copy of the signed event sheet and terms & conditions will be required. Once the booking is classed as a confirmed reservation, the Club's cancellation policy will apply thereafter.

## **Confirmation of all function details**

Menu, wines, ancillary equipment or services etc. should be provided to the Club's Conference & Events team no later than 14 days before the event. Should the function be reserved within 14 days of the event date, all arrangements should be made immediately.

## **Cancellation policy**

The member/organiser is liable to pay the charges indicated below should they decide to cancel or postpone the booking.

If the cancellation is received less than:

- 6 weeks prior to the event - 25% of the estimated food cost will be payable.
- 4 weeks prior to the event - 50% of the estimated food cost will be payable.
- Less than 2 weeks prior to the event - 100% of the estimated food cost of the will be payable.

## **Cancellation by the Club**

In exceptional circumstances, we may cancel your booking at any time with immediate effect and without any liability to you, if circumstances or events outside our reasonable control prevent delay or substantially affect our ability to fulfil our responsibilities within the agreement.

## **Attending numbers**

Approximate numbers for any function should be advised by the member at the time of booking. Final numbers for catering and a mandatory guest list\* in alphabetical order of all attendees should be confirmed no later than 72 working hours before the event. These will be the final number of guests to be charged for by the Club. Any decrease in numbers after this point will still be charged for. Any increase in numbers will be subject to room capacity, availability and charge.

Please note: For any event with more than 50 attendees the host must provide someone to sign in all guests in the lobby for security purposes.

## **Food and beverage**

The member will ensure that no food or beverage is brought into the Club by themselves or any of their guests unless previously agreed in writing by the Club.

## **Allergies and dietary requirements**

Please advise the Conference & Events team of any dietary requirements or allergies at least 72 hours before the day of the event to ensure we can accommodate individual concerns.

## **Invoice settlement**

Payment must be made to the RAF Club Accounts department within 30 days of the function date. Invoices for all outstanding charges regarding the event will be made out to the member that booked or sponsored the event unless agreed otherwise with the Club at the time of booking.

A discretionary 10% service charge will be added to your total bill.

## **Sponsored event**

A member can sponsor non-member events at the Club providing they attend the event. To receive member's rates, a letter or an email dated no more than two months prior to the event date must be sent to confirm the sponsorship and attendance of the member. If the Club has not received the confirmation of the sponsorship 7 days before the date of the function, the Club reserve the right to apply a non-member rates to the function.

The member is responsible for all of their guests during their time at the Club and is liable for charges those guests may incur. The sponsoring member should remain at the Club until their non-member guests have departed the premises.

### **Dress code**

The Club dress code must be adhered to at all times by everyone attending a function at the Club. Use of member areas is not permitted without the member being present. Dress code is subject to the event organiser's discretion if in a private function room and not using public areas. If guests are using public areas of the Club, they must conform to the specific room's dress code regulations:

All general areas of the Club require informal dress\*

The Cowdray Lounge and Dining Room

Formal dress\*\* - from 10:00am onwards (ties optional until 18:30)

Informal dress – Breakfast, Friday evenings, weekends and Bank Holidays

\* Informal dress – smart casual, which includes tailored jeans but excludes shorts, torn jeans, sandals, sports vests and similar overly casual attire.

\*\* Formal Dress – Suit or jacket with collar shirt, tie (ties optional until 18:30), smart trousers and appropriate footwear.

Ladies are required to dress appropriately using the above rules as a guide.

### **General conduct**

The member making the booking will ensure that all attendees of the function conduct themselves in an orderly manner without causing offence or nuisance in accordance with the directives and requirements of the Club management and in full compliance with the Club's Rules and Bye-Laws (copy available on request).

### **Loss or damage to Club or personal property**

In accordance with these terms and conditions, the member is responsible for any damage caused by any member of his / her party, whether in the hired function room or in any part of the Club.

The Club shall not be held responsible for the damage or loss of any property owned by the member, or anyone connected to the member's event at the Club. We respectfully remind you that any items brought into the Club are brought in at your own risk, including items left in the cloakroom.

### **Children**

Children of all ages are welcome at the Royal Air Force Club. Children are the responsibility of the parent/guardian and must be under adult supervision at all times.

### **Mobile phones**

Mobile phones are permitted to be used in the business suite, bedrooms, private function rooms and main corridors on the ground and first floor only. Silent use of tablets and laptops is permitted throughout the Club at all times, excluding the Cowdray Lounge.

### **Smoking**

Smoking, including electronic cigarettes is strictly forbidden.

### **Accessibility**

The accessible entrance into the Club is accessible from 6 Old Park Lane, W1K 6QR.

The Conference & Events team must be informed of any guests using this entrance in advance of the function. Please note, the lift to the lower ground floor is only suitable for collapsible wheelchair users as it is too narrow for electronic wheelchairs. All other lifts in the building can accommodate all wheelchairs.

The accessible toilets are located on the ground floor and lower ground floor of the Club.

Please note a hearing loop facility is available in the Sovereigns' Room on the first floor of the Club should this be required.