

Conference & Events – Non Members Terms & Conditions

Confirming your booking

The selected function room(s) will be held as provisional booking for 14 days. Upon confirmation of the booking, a deposit equivalent to the room hire cost will be required with the signed event sheet and terms and conditions. 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 client is liable to pay the charges indicated below should the client decide to cancel or postpone the booking.

If the cancellation is received less than:

- 8 weeks prior to the event - 50% of the room hire charge & estimated food cost price will be payable.
- 4 weeks prior to the event - 75% of the room hire charge & estimated food cost price will be payable.
- 2 weeks prior to the event - 100% of the room hire charge & estimated food cost price 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 client 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, and 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 guest in the lobby for Security purposes.

Food and beverage

The client 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 requirement or allergies at least 72 hours before the day of the event to ensure we can accommodate individual concerns.

Invoice settlement

Full payment for the room hire and food ordered must be made to the RAF Club Accounts department at least 72 hours before the event. All beverages will be charged on consumption on the day and must be paid cash or by credit card by the event organiser on the day. Under exceptional circumstance and with prior agreement with the RAF Club, the balance must be settled no later than 5 days after the event.

Invoices for all outstanding charges regarding the event will be made out to the client that booked or sponsored the event unless agreed otherwise with the Club at the time of booking.

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

Dress code

The Club dress code is available on our website <https://www.rafclub.org.uk/dress-code-club-rules>

General conduct

The client 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 client is responsible for any damage caused by any client 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 client, or anyone connected to the client's event at the Club, whether the items were left before, during or following the function. 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.

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.