

In & Out Limited Naval and Military Club

Club Rules and Regulations issued by the Board on 2015 (amended Mar 2022)

1. CLUB HOUSE

- 1.1 The Clubhouse is open to Members at all times. The St James's Square entrance is manned from 0800 to 2300 Monday to Friday. The Babmaes Street Reception is manned 24 hours, seven days per week. All Members are issued with membership cards at the commencement of their membership, which they can use in order to gain access via either entrance.

2. MEMBERSHIP CARDS

- 2.1. Members receive their membership cards once elected and opening accounts have been settled. A photograph is required for identification purposes which can be taken at the Babmaes Reception.
- 2.2. Membership cards are used to gain access to the Club and to identify the Member. These cards should be carried at all times and presented to the management, or staff, if requested.
- 2.3. Membership cards are not transferable. If misused, membership may be revoked. If the membership card is lost a replacement can be issued at either Reception for a fee.

3. CHANGE OF ADDRESS

- 3.1. Any change of address must be notified to the Membership Secretary in writing. Any changes to places of residence or business which will result in a change of membership category must be notified to the Membership Secretary in writing as soon as possible. Membership subscription rates will remain unaltered until the end of that year in which the change of circumstances was notified; the rate will be amended on the 1st January of the following year.

4. CUSTOMS, TRADITIONS AND PRACTICE

- 4.1. The Board looks to Members to preserve the traditions, customs and style of the Club. Members should be conscious of the presence of other Members and loud, or intrusive behaviour, should be avoided.

5. DRESS CODE*

***amended Dec 2020**

- 5.1. The Dress Code schedule is to be found at Annex A to these Rules and Regulations

6. ADMISSION OF GUESTS/CHILDREN*

***amended Mar 2018**

- 6.1. Members are encouraged to invite and entertain guests in the Club, provided their names are entered in the Guest Book in either the Inner Hall or Babmaes Reception on arrival. For larger groups, and all private functions a guest list must be supplied in advance to the Club.
- 6.2. Members are responsible at all times for the observation, by their Guests, of the Club's Rules and Regulations.
- 6.3. Guests are not to remain in the Club after their host has left, unless the Guests have, in advance, booked accommodation in the Club.
- 6.4. Children are welcome in the Club; they are expected to behave in an appropriate manner and to be dressed accordingly. Children under the age of 12 are not permitted in the Coffee Room, except for breakfast, without prior approval from the Club Secretary. Children under the age of 16 are not permitted in the Long Bar and Canning Room.
- 6.5. When dining at the Club children under the age of 12 years can be served smaller portions and will be charged half price.
- 6.6. on-members arriving to meet Members are to remain in the Inner Hall or Babmaes Reception until the Member joins them. Only Guests who have been signed in or appear on a guest list will be

permitted to wait in the Inner Hall or be directed to a meeting or function room.

- 6.7. Mothers are permitted to nurse infants. The Club asks that this is done in a discreet manner; a private room can be arranged on request from Reception.

7. USE OF ELECTRONIC DEVICES*

***amended Mar 2022**

- 7.1. The Club Electronic Devices Policy aims to preserve an appropriate balance between the maintenance of a relaxed and convivial environment for socialising in its public rooms and spaces with the need to make sufficient provision for Members and visitors to communicate by electronic means for social and business purposes. The use of electronic devices should always be conducted in a manner that shows consideration to other Members or visitors.
- 7.2. The policy may be summarised as follows:
- 7.2.1. Screens on small devices including tablets and smart phones may be viewed anywhere in the Club. In public rooms, viewing should be conducted as discreetly as possible.
 - 7.2.2. Voice conversations using small devices may only be conducted in designated areas.
 - 7.2.3. The tapping of short messages on the screens of small devices is permitted anywhere in the Club providing any sound effects are disabled (unless required for medical reasons). Longer messages or prolonged use should only be undertaken in designated areas.
 - 7.2.4. Laptops or other larger devices with keyboards are only to be used in designated areas.
- 7.3. A table detailing the full policy, including designated areas is to be found at Annex B to these Rules and Regulations.

8. PAYMENT FOR SERVICES*

***amended Mar 2018**

- 8.1. Members should ensure that all monetary liabilities incurred by themselves whilst on the Club premises are settled before leaving. Payment can be made by cash, cheque, credit or debit card, at the time of the transaction or through a personal account, or through pre-paying funds to their membership card.
- 8.2. Members may have a personal account with the Club to which all services may be charged, provided that a Direct Debit mandate has been set up or credit card authorisation has been given for payments to their account. Members with either a credit or debit balance on their personal accounts will be advised by Statement of Account in the first week of each month. Monies owed must be cleared by the end of the third week of each month in one of the following ways. By Direct Debit draw down, or by credit or debit card payment, or through having sufficient funds in the personal account, or by maintaining a credit balance on their personal account.
- 8.3. Members can add funds to their personal account to ensure that there are sufficient monies to cover the amount owing to the Club. Members can add money for expenditure in the Club to their membership card by cash, cheque, credit card or bank transfer, either in the Accounts Office or the Babmaes Reception. The membership card can be used for payment anywhere in the Club. If there are insufficient funds on the membership card, the Member will be invited to pay the balance by some other means at the time or transfer the balance to the Member's personal account if they have one.
- 8.4. When staying at the Club, Members and Guests can make charges to their bedroom accounts, or Members may make charges to their personal account if they have one and should inform staff at the time as to which account they wish to have their charges placed on. All bedroom accounts must be settled on departure. Members can pay by cash, credit or debit card or cheque; Members can also charge their bedroom accounts to their personal accounts if they have one.
- 8.5. Bedrooms can be booked by Members for themselves and their Guests. Guests' bedroom accounts are to be settled by Guests on departure unless signing privileges are opened by the Member, or instructions are given by the Member to the Club for the Guest's account to be charged.
- 8.6. Any Member who fails to settle their account by the third week of the month and falls into arrears will have their credit stopped immediately. Failure to settle accounts promptly may lead to

suspension or termination of membership.

9. BAGGAGE AND SECURITY

- 9.1. Luggage can be left in the Luggage Room at Members risk for a maximum of 48 hours. Longer term storage is available, and can be arranged with Reception, for a fee.
- 9.2. Members leaving luggage for longer than the agreed duration will receive notice to remove it. If the luggage has not been removed in line with the notice, it can be disposed of in a way the Board deems fit.
- 9.3. Receptions are responsible for the management of the Luggage Room and can refuse to store luggage at their discretion.
- 9.4. The Club does not accept any responsibility or liability for the safety of any article left on Club premises. Items of value may be left in the Secretary's office with prior agreement.
- 9.5. Individual safety deposit boxes are available for use by Members and Guests staying at the Club, for which there is no charge. These can be reserved at the Babmaes Reception. Please note that the Club does not accept any liability for the safety of any articles left therein.
- 9.6. Lockers, which vary in size, when available may be hired by Members for periods of one day to one year. These lockers are large enough to take a small suitcase and two hanging items. These are available for a fee.

10. BEDROOMS

- 10.1. The Bedrooms are exclusively for Members, their Guests and members of Reciprocal Clubs. Bedrooms can be booked with our Reservations Manager on 020 7827 5744 or via either Reception. Guest reservations will only be accepted if the reservation has been made by the Member.
- 10.2. Specific bedrooms cannot be reserved; however, preferences will be taken into consideration when rooms are allocated. Bedroom reservations cannot be transferred from one Member to another or from a Member to a Guest.
- 10.3. All reservations will be confirmed in writing by the Club with a reservation number. All bookings are subject to this written confirmation from the Club.

10.4. BEDROOM BOOKINGS*

***amended Nov 2017**

- 10.4.1. No bedroom shall be reserved for more than fourteen consecutive nights without the direct permission of the Club Secretary.
- 10.4.2. No room bookings are to be made further than twelve months in advance.
- 10.4.3. No member may book rooms for more than ninety days in any one year, nor forty-five days within any six-month period, except with the permission of the Club Secretary.
- 10.4.4. On special event nights (Club Dinner, Trafalgar Dinner and Waterloo Dinner) all rooms will be reserved for attendees. However, should a room still be available six weeks prior to the event, it will be released for use by other members and their guests.
- 10.4.5. No person except the Members, Affiliates and Guests to whom the room is let are allowed in the bedrooms.

10.5. CANCELLATIONS*

***amended Nov 2017**

- 10.5.1. Notice of cancellation is required and must be received by 1200 noon on the day prior to arrival, either in writing or via email. Failure to do so may result in a levy, up to the full cost of the room. All cancellations will be confirmed by the reservations team and a cancellation number given.
- 10.5.2. Members who book a room and cancel on three occasions within a one-month period, will thereafter be required to give 5 days' notice of cancellation for any subsequent reservations they may wish to make within the following three months. This will then

revert back to the normal cancellation conditions after that period. The Member has the opportunity to pay for the loss of any revenue not covered for the above to avoid going onto the new cancellations terms.

- 10.5.3. A bedroom that has been reserved for a Member, but not occupied by that Member, must be paid for. If the room is let to another Member, a cancellation fee may still apply.
- 10.6. All bedrooms must be vacated by 1100 on the day of departure; otherwise a late departure charge may apply. Any luggage remaining after that time may be removed by the Housekeeper and left with the Reception supervisor where it will be subject to the Clubs Rules and Regulations.
- 10.7. The charge for a bedroom will be decided by the Board and entitles a Member to use the room from 1500, on the day of check-in to 1100, on the day of check out.
- 10.8. A laundry and dry-cleaning service is available by application to the Housekeeper.
- 10.9. Smoking is not permitted in any of the bedrooms at any time. A minimum fine of £100 will be levied to any Member or Guest who smokes in a bedroom.

11. DINING FACILITIES*

***amended Mar 2018**

- 11.1. Meals can be taken in the Coffee Room, Goat Bar and Courtyard. Unless otherwise notified, the Coffee Room will be open for Breakfast, Lunch and Dinner, Monday to Friday. The Goat will be open every day, including weekends and Bank Holidays and will serve food throughout the day.
- 11.2. The Coffee Room opening times are;
- 11.2.1. Breakfast, 0700 - 0930 Monday to Friday.
 - 11.2.2. 0800 - 1100 at the Weekends and Bank Holidays.
 - 11.2.3. Lunch, 1230 - last orders at 1430 Monday to Friday.
 - 11.2.4. Dinner, 1900 - last orders at 2130 Monday to Friday.
- 11.3. The Goat Bar opening times are;
- 11.3.1. Breakfast menu is available from 0900 -1100.
 - 11.3.2. The Goat Bar menu is available from 1130 to 2130 Monday to Friday and 1100 to 1900 Saturdays, Sundays and Bank Holidays.
- 11.4. The opening times are also displayed on the Club notice board and on the Club Website.
- 11.5. Food requested outside of these hours can be accommodated to the best of the Club's ability.
- 11.6. Food can be ordered from the Goat Bar for consumption in the Courtyard. Tables may not normally be reserved in the Courtyard.
- 11.7. Members can, if they wish, pre-order food with the Banqueting Team ahead of their arrival if they have specific requests or requirements.
- 11.8. Children under the age of twelve will be served smaller portions and charged at half price.
- 11.9. Food and drink purchased outside of the Club cannot be brought in, or consumed in the Club, with the exception of food taken directly to bedrooms.

12. COFFEE ROOM

- 12.1. Members cannot reserve a particular table; however, Members' wishes will be taken into consideration as far as possible. Members are advised to book their table requirements at least 24 hours in advance either by telephone or email.
- 12.2. The Club table is marked by a silver statuette of The Goat and is reserved for Members dining on their own and who wish to join other Members.
- 12.3. All bills are to be settled before leaving the Coffee Room. Cheques and most major credit and debit cards are accepted. Alternatively, Members may use their pre-funded Membership Card or charge

to their personal account. Members wishing to charge the payment to their account must present their card to the Restaurant Manager or clearly identify themselves by name and membership number.

- 12.4. Prices are stated on the menu provided to the host. Guests will be provided with a menu without prices marked, unless the host specifically requests otherwise.
- 12.5. The Chefs are able to respond to most dietary requirements, and Members are asked to kindly advise the Club in advance where possible. The Chefs are more than willing to discuss any special dietary requirements that a Member may have.
- 12.6. Teas and coffee can be served in the Inner Hall, Cowdray Room, Cambridge Room (Library), Long Bar and Canning Room at any time and, weather permitting, in the Courtyard.
- 12.7. Complaints should be addressed in the first instance to the Coffee Room Manager and never to individual waiters or other members of staff. If the Coffee Room Manager is not able to resolve the complaint, the Duty Manager, General Manager or Club Secretary should be informed.

13. PRIVATE EVENTS

- 13.1. The Club has set rooms available for Private Hire; Lunches, Dinners, Weddings and Receptions, Business Conferences and Presentations. Please contact the Banqueting Co-ordinator on 020 7827 5723 for details.

14. BARS*

***amended Nov 2017**

- 14.1. The Bars in the Club are the Long Bar, in The Canning Room and The Goat.
- 14.2. The Long Bar and Canning Room Bar are open Monday to Friday 1100 – 2300 with the exception of Bank Holidays. The Goat will be open on Saturday, Sunday and Bank Holidays.
- 14.3. Alcoholic and non-alcoholic beverages are available from the Bars for service in the Cowdray Room, Cambridge Room (Library), the Inner Hall and the Courtyard.
- 14.4. Afternoon tea and a selection of sandwiches are available between 1200 and 1700 Monday to Friday from the Cowdray Room, Long Bar and the Canning Room.
- 14.5. Outside the advertised hours, tea and coffee can be ordered from Receptions, the Long Bar or the Canning Room.
- 14.6. Drinks can be ordered from The Goat, the Long Bar and the Canning Room for service in the Business Centre, Board Room and Irvin Room, Cowdray Room, V.A.D. Room and Cambridge Room (Library).
- 14.7. Babmaes Reception offers an 'Out of Hours' bar service which can provide a limited selection of beers, wines, spirits and soft drinks when the Club bars are closed.
- 14.8. Opening times may be subject to change, Members will be notified via notices in the Club and/or on the Club Website.

15. LIBRARY*

***amended Nov 2017**

- 15.1. The Library is overseen by the Library Committee. The Rules of the Library are available from the Librarian. A part time Librarian is available to assist Members on Thursdays.
- 15.2. The Library specialises in Naval and Military history and other books related to the Armed Forces, particularly books focusing on individual stories. There is also a strong South American element to the Library which is due to the influence of The Canning Club. Light reading is also available, as is a selection of Military Magazines.
- 15.3. Members are encouraged to donate appropriate books to the Library and all such donations will be recorded in the front of each book and in the Library official catalogue.
- 15.4. Members may borrow up to four books at a time for a month. All books borrowed must be signed out in the Library records book.

16. BUSINESS FACILITIES*

***amended Nov 2017**

- 16.1. The Business Centre is available for use throughout the day. Wi-Fi is available free of charge; the code is displayed around the Business Centre or can be obtained from either Reception. There are a limited number of computers provided for use by Members in the Business Centre, additional equipment such as projector screens, conference telephones, and flip charts are available on request from Babmaes Reception for use in the Board Room and Meeting Rooms, for a small fee.
- 16.2. Members are asked not to reserve spaces; items left unattended for longer than 30 minutes will be removed.
- 16.3. Two Meeting Rooms are available for Members to book via Reception. Their usage is charged on hourly basis. The Club can provide additional rooms for hire for private meetings and conferences. Please contact the Banqueting Co-ordinator on 020 7827 5723 for details.
- 16.4. Business should not be discussed anywhere in the Club outside of the Business Centre and Meeting Rooms.

17. CORRESPONDENCE

- 17.1. If Members wish their mail to be forwarded, poste restante, both personal and business mail, facilities can be made available for a fee. Other mail for Members will be retained in the Babmaes Reception for a period of one month, after which it will be returned to sender, unless a collection date has been agreed.
- 17.2. The Club cannot be used as a Registered Office by any Member.

1. NEWSPAPERS*

***amended Mar 2018**

- 17.3. The Club supplies a variety of Newspapers and Magazines. They should not be removed from the Club premises and should, where possible, remain in rooms where they are found. In particular the Magazines with a South American circulation and interest should remain in the Canning Room.
- 17.4. A newspaper of choice is available every morning for Members and Guests staying in the Club by prior agreement with Babmaes Reception for a fee.

18. THE HEALTH CLUB

- 18.1. The Health Club is operated by an independent company, Nordic Balance, working to rules agreed with the Club. Use of the Health Club is free for Club Members, with the exception of personal training sessions, classes and the Squash Court, where there is a small fee. Members are strongly advised to arrange an induction session with Health Club staff before using the equipment. Inductions are free of charge. For safety reasons, instructions issued by Health Club staff must be followed. The Club will not be held responsible for injuries sustained whilst using the Health Club, Squash Court, Swimming Pool or Sauna.
- 18.2. It is mandatory, prior to a Member's first visit to the Health Club that they notify the Health Club staff of their intention to visit and fill out a Physical Activity Readiness Questionnaire (PAR Q) which can be obtained from the Health Club office or the Babmaes Reception.
- 18.3. All Health Club users are required to swipe in with their membership card every time they gain access to the Health Club.
- 18.4. It is the responsibility of each user of the facilities to ensure that they do not suffer from any physical or medical conditions which might make the use of any fitness equipment inadvisable. If in doubt a member of the Health Club team should be consulted.
- 18.5. Visiting reciprocal Members, resident reciprocal Members and Members' Guests are required to pay a daily entry fee.
- 18.6. Children under the age of sixteen are not permitted in the gym or Sauna and must be accompanied by an adult when using the Swimming Pool. Non-swimmers must be accompanied by a competent swimmer. Diving is forbidden. The swimming pool is unmanned at all times.
- 18.7. The consumption of alcohol in the Health Club is strictly prohibited. No Health Club user is to bring

any glasses into the pool area under any circumstances.

- 18.8. Towels are available for hire from the Babmaes Reception for a fee. Club Members can charge these to their Member account.
- 18.9. Bookings for the Squash Court are to be made via the online booking system on the Club Website. The Squash Court is open from 0800 - 2000 The Squash Court cannot be retained for more than five minutes after the booked time, after which it may be claimed by any waiting Member. Games are to start and finish according to the booked times and cannot be allowed to over-run because of lateness. The Member booking the court will be responsible for any charges levied and a cancellation charge may be applied unless the booking has been cancelled more than 24 hours in advance. Members can bring non-members to play with them but will accept responsibility for their Guests while they are in the Club.
- 18.10. Lockers are available for day use only, and unless previously agreed with a member of the Health Club management, items can only be left in a locker for the period of a Members visit. Any items left over night will be removed and will be available for pickup during office hours from the Health Club. Any item left for more than one month will be disposed of in a manner the Health Club management feel is appropriate.
- 18.11. The Club and Nordic Balance accept no responsibility for any items of value that are lost, stolen or damaged whilst in the Health Club, including items stored in lockers. Any items of value are to be stored with the Secretary as per the Clubs Rules and Regulations.
- 18.12. The Health Club is open Monday to Friday 0630 – 2300, Weekends and Bank Holidays from 0900 – 1900. The Health Club is not manned during all of this time. Should a problem occur when the Health Club is unmanned users are advised to contact the staff at the Babmaes Reception.
- 18.13. Health Club users are asked to wear clean appropriate clothing and footwear. Health Club users are asked to use the Babmaes entrance if dressed in sports attire when they arrive and leave the Club.
- 18.14. Health Club users are asked to be considerate to all other gym users by replacing any equipment used, wiping down any equipment, using gym wipes provided, and leaving the Health Club in a clean and tidy manner.
- 18.15. The Health Club is monitored by CCTV throughout at all times.

19. RECIPROCAL CLUBS AND RECIPROCAL MEMBERS

- 19.1. The Club has reciprocal agreements with clubs all over the World. Members are welcome to use these clubs when abroad.
- 19.2. Members will be admitted on production of their membership card and Letter of Introduction which is valid for three months at a time for each individual club visited. A Letter of Introduction can be obtained from the Membership Secretary, on condition that all accounts are in order prior to travel. Members should request their Letters of Introduction at least two weeks before the date of their travel. An electronic copy will also be sent to the reciprocal club. Members should then liaise directly with the appropriate club to make a reservation.
- 19.3. Members are asked to check with the individual reciprocal clubs prior to travel as to their agreement for use of their facilities and the number of visits permitted per year.

20. STAFF FUND

- 20.1. No monies or gratuity shall be given or offered to any staff member of the Club
- 20.2. Donations to the Staff Fund can be made by cash, cheque, and credit card or charged to a Member's personal account at either Reception. Cheques made payable to "The Naval and Military Club Staff Fund." Credit card details, but no cash may be passed on to the Club Secretary or, alternatively, may be given over the telephone to the Accounts Department. Cash and any other contributions can be made in person at the Accounts Department or Babmaes Reception. The Staff Fund is divided equally and allocated to all staff employed at the Club, except senior management.

21. CLUB BARBER

- 21.1. The Club retains a barber available for Members' use.

22. GENERAL

- 22.1. No photography is permitted within the Club without the direct permission of the Secretary.
- 22.2. No animals, other than guide dogs, are permitted in the Club.
- 22.3. Cards and games of chance are welcome but no gambling for monetary purposes is permitted in the Club.
- 22.4. No Members' posters or advertising is to be displayed in the Club without the direct permission of the Club Secretary.
- 22.5. The Club will keep a list of any items found on the Club premises that have not been claimed; after a period of time decided by the Secretary, items will be disposed of as seen fit. All efforts will be made to return the item to Members where possible.
- 22.6. No Member or Guest is entitled to discipline or berate any member of staff. Complaints should be addressed to the Club Secretary or in his absence to a Manager.
- 22.7. In accordance with the law and current legislation, all public rooms and corridors are designated non-smoking areas. The Board has extended this prohibition to include all bedrooms. A minimum fine of £100 will be levied to any Member or Guest who smokes in a bedroom. Smoking is permitted in the courtyard, where ashtrays are provided.

23. DISABLED ACCESS

- 23.1. In line with the Equality Act 2010 The Club makes every effort to make reasonable adjustments for people with disabilities.
- 23.2. For wheelchair users and those with impaired mobility the Club has taken reasonable steps to provide a ramp access at the 4 St James's Sq entrance, two lifts that serve all floors, provide a disabled bathroom on the first floor, and bedrooms modified for wheelchair access and to assist those with impaired mobility.

24. THE BOARD

- 24.1. Any questions as to the interpretation, application or administration of the Club's Rules and Regulations are decided by the Board of Directors, if necessary by a simple majority vote. Any such decisions are final.
- 24.2. The Board may revise, vary, add to or amend these Rules and Regulations at any time they see fit.
- 24.3. Any notice of amendment will be placed on the Club Notice board, the Club Website and in the Club Newsletter.
- 24.4. A deliberate breach of the Club's Rules and Regulations will be seen as misconduct as stated in Article 22 of the In & Out Ltd Articles of Association.

25. LIABILITY OF THE MANAGEMENT

- 25.1. The Club and its employees are not liable to any Member or Guest of a Member for any loss, damage or injury suffered by them or their property howsoever caused, or in respect of death or personal injury to a Member or Guest.

26. INTERPRETATION OF THE RULES

- 26.1. The Secretary, or in his absence the General Manager and Duty Manager, have the authority to refuse entry or to require a Member to vacate the Club, if in their opinion they are behaving in an inappropriate way or manner contrary to the best interests of the Club.
- 26.2. In the event of any dispute arising as to the meaning or interpretation of these Rules and Regulations, the matter should be referred to the Club Secretary.

27. DATA PROTECTION

- 27.1. In accordance with the Data Protection Act 1998 the Club has a legal duty and obligation to protect any personal information collected. Personal information will only be used for the purpose it is collected. No information shall be passed on to any third party or used in a manner it was not initially given or intended.



THE IN & OUT CLUB DRESS CODE (From 2nd December 2020)

Tier	Dress Code	Intent	Gentlemen	Ladies	Remarks
1	Formal				
	<p>Formal Zone: Long Bar, Coffee Room (except for breakfast), Canning Room during weekdays, Inner Hall Seating during weekdays. <i>(Weekdays: Monday 1100 to Friday 1730)</i></p>	<p>Smart, traditional attire appropriate to an elegant yet convivial London Club setting.</p>	<ul style="list-style-type: none"> Lounge Suit or Sports Jacket/Blazer with tailored trousers. A collared shirt and tie are to be worn. Military personnel may wear Full Ceremonial Day Dress, Ceremonial Day Dress or Non-Ceremonial Day Dress. 	<ul style="list-style-type: none"> Smart separates, elegant dresses or formal business attire. 	<ul style="list-style-type: none"> Gentlemen may remove Jackets during the summer months if 'Planters Rig' is authorised, in which case appropriate signs will be displayed at both receptions. The intention is that, in future, formal zone rooms will be air-conditioned thus removing the need for an option to authorize 'Planters Rig'. Military personnel should not wear Barrack Dress, Working Dress or Training Dress.
2	Club Casual				
	<p>Club Casual Zone: Cowdray Brasserie, Marquee, Courtyard and Brasserie Terrace, Cigar Lounge, Poop Deck, Library, Business Areas, Coffee Room for breakfast only, Canning Room at weekends, Inner Hall Seating at weekends <i>(Weekends: 1730 Friday to Monday 1100)</i></p>	<p>More relaxed and comfortable attire yet still 'well turned out' and presentable.</p>	<ul style="list-style-type: none"> Tailored trousers, chinos, corduroys, moleskins or smart jeans (including denim) acceptable. Tailored, collared shirts (long or short-sleeved) or smart polo shirts to be worn, tucked in. Pullovers/sweaters may be worn with a shirt. Smart, casual shoes acceptable. 	<ul style="list-style-type: none"> Ladies should dress to an equivalent standard. Smart denim wear is acceptable. Jeans and legwear are not to be torn or holed. 	<ul style="list-style-type: none"> Jackets optional. Gentlemen are not required to wear ties. Military personnel may wear clean Barrack Dress, Working Dress or Training Dress. Dress styles widely regarded as Casual dress (as opposed to Smart Casual) are not acceptable. Attire should be clean and in good condition. You may use the St James's Square entrance for access to the Club

Tier	Dress Code	Intent	Gentlemen	Ladies	Remarks
3	Sports Rig				
	Sports Rig Zone: Access through Babmaes Reception only: Fitness Centre, Squash Court, Bedroom corridors	Clothing appropriate to use in the Gym or Squash Court	<ul style="list-style-type: none"> Gym and spa appropriate clothing, including trainers, tracksuits, jogging attire and dressing gowns. 	<ul style="list-style-type: none"> Gym and spa appropriate clothing, including trainers, tracksuits, jogging attire and dressing gowns. 	<ul style="list-style-type: none"> Sports rig may be worn in the Gym, the Squash Court or en-route to either from the Babmaes Street entrance or a bedroom. Sports rig may not be worn to cross the main courtyard or for exit/entrance via the St. James's Square entrance.

Additional Dress Guidance. The following additional guidance should be adhered to:

1. Outerwear.

- a. Outerwear (overcoats, hats, scarves etc.) are not to be taken into public rooms and should be left in either a Cloakroom or a bedroom.

2. Luggage.

- a. Luggage, including hand luggage (apart from small handbags or 'man bags'), carrier bags and umbrellas must also be left in the cloakroom or a bedroom. Small items such as briefcases, laptop bags and small backpacks may be left at either reception for safe-keeping.
- b. Briefcases, work folders or business papers are not to be taken into public rooms except the Business Centre, the Library, the VAD Room, Meeting Rooms or rooms being used for specific meetings or conferences.

3. Specific Functions.

- a. For Club events, please adhere to the dress code for the event you are confirmed to attend. If unsure, please check your confirmation email or speak to the Events Team.

4. Unacceptable Items/Styles.

- a. The following items/styles are not to be worn in the Club:
 - o Hats, caps and hoodies.
 - o Ladies may not wear flimsy, transparent or very low-cut tops/shirts/blouses, except in an appropriate way with formal evening wear.
 - o Gentlemen may not wear sweaters without a shirt.
 - o Exposed midriffs.

- Cargo/combat pants.
- b. The following, except when accessing the Gym or Squash Courts through the Babmaes Reception:
 - Flip-flops, casual sandals, sports trainers/sneakers, casual boots, hiking shoes/boots, wellington boots and ‘Ugg’-style boots. Any shoes in a distressed condition.
 - Leisurewear, such as shorts (applies to men only), T-shirts, items with large logos and leggings (even leather) except under dresses.
 - For the avoidance of doubt a short pictorial guide to footwear that is not acceptable is [linked here](#)

5. The final arbiter

- a. The Club Secretary or, in his/her absence, a senior member of Club Staff will act as the arbiter in the event of a complaint being received about the standard of dress of any Member or guest in the Clubhouse. Should he or she determine that an individual’s dress does not meet the standards required by the Club, they will be asked to change, leave the area concerned or, when appropriate, to leave the Club premises.

CLUB ELECTRONIC DEVICES POLICY – DETAILED MATRIX
(From 25th March 2022)

Ser (a)	Activity (b)	Approved Areas (c)	Remarks (d)
1	Viewing Electronic Screens on Small Devices	Anywhere	<ul style="list-style-type: none"> Applies to tablets and smartphones. Should be done discreetly and with consideration for the enjoyment of the Club by other Members/visitors.
2	Voice Conversations	<ul style="list-style-type: none"> The Business Centre. The Phone Booths outside the Business Centre. Meeting Rooms. The Outer Hall by the St. James's Street Entrance. The Babmaes Street Entrance area. The VAD Room (if not in use). Stairwells or other larger areas in corridors on the First Floor and above (provided passing access is not hindered). Bedrooms. 	<ul style="list-style-type: none"> Voice conversations are not to be conducted in other areas including the Courtyard.
3	Tapping Electronic Screens	Anywhere	<ul style="list-style-type: none"> Applies to tablets and smartphones. For very brief replies/usage only. Longer messages or prolonged use should only be conducted in the Approved Areas listed in Ser 2.
4	Use of Laptops or Keyboards	<ul style="list-style-type: none"> The Business Centre. Meeting Rooms. The VAD Room (if not in use). Bedrooms. 	<ul style="list-style-type: none"> Laptops are not to be used in other areas including the Courtyard.