

HAC RULES FOR THE USE OF BEDROOMS

1. There are twelve bedrooms available to members of the Company and their guests. Four of these are twin-bedded, while the remainder have single beds. All rooms have wash basins, and two of the double rooms have en-suite facilities. There are showers and lavatories on each corridor to provide facilities for the other bedrooms. Soap and towels are provided.
 2. Occupants of the bedrooms will almost invariably have the use of the Drum Room and may use other public rooms of the House unless they are being used for private or commercial events.
 3. The telephone in each room is for incoming calls only, and is accessed via Security (020 7382 1537).
 4. A self-service continental breakfast is included in the price of the rooms. This will normally be available in the Board Room from **0700 to 0900 hrs** on weekdays, and from **0800 to 1000 hrs** at weekends.
 5.
 - a) A member may book in as many guests as he/she likes, provided that he/she is staying. However, rooms will not be available for guests on the nights of Company or Regimental functions.
 - b) A member may **exceptionally** book a room for a guest, without himself/herself staying, provided all the following circumstances are met:
 - (1) The guest is a spouse or civil partner.
 - (2) Bookings must be made no earlier than one month in advance.
 - (3) Bookings cannot be made for the guest on the nights of Company or Regimental functions.
 - (4) The member remains responsible for payment.
 - c) A Guest may be booked into a single or double room.
 - d) Single rooms are strictly for single occupancy only.
 - e) It is strictly forbidden for additional campers to sleep on the floor.
 6. The Company's policy is to provide a B & B service for members, not a long-term pied-a-terre for a few. In the event that a member uses the bedrooms on a regular basis in a way that is considered to restrict the opportunity for other members, the Sutling Committee may withdraw the facility from that member.
 7. Bedrooms will be available seven days a week throughout the year, with the exception of Christmas, Easter and Bank Holidays.
 8. Smoking is not permitted in the bedrooms.
 9. Animals are not permitted in the bedrooms.
 10. Occupants are responsible for the security of their own possessions.
 11. Damage will be charged to the person responsible.
 12. Behaviour incompatible with the standards of the Company will not be tolerated. Anybody breaking these rules will be denied further use of the bedrooms.
 13. **The Booking System:**
 - a) Bookings, which may not be made more than six months in advance, should be made through the Membership Office (020 7382 1532) from **0900 to 1630 hrs** daily. Advance bookings may not be made with the Security Guard.
 - b) Payment may be made by cheque (payable to 'HAC') or by credit/debit card, either in person or over the telephone, the full amount is due at the time of booking. If a cheque or online credit/debit card payment is not received within **three days**, the booking is cancelled.
 - c) A full refund will be made for cancellation of a booking if the cancellation is received **seven days** prior to the date of occupation, subject to a £10 cancellation charge per room. Later cancellation does not entitle a member to a refund, even if the bedroom is subsequently let to another member. For block bookings, i.e. where a member books **more than two rooms**, cancellations must be received **four weeks** prior to the occupation date to qualify for a refund. Members are permitted to cancel bookings on no more than two occasions in a six-month period. Members should note that transfers are treated as a cancellation.
- PLEASE NOTE:**
- Cancellation by members of all uniformed sub-units (SC, P&M, LC)***
- If a member of any uniformed sub-unit has booked a bedroom to enable him or her to carry out official Company business, and this business has been cancelled making the bedroom booking unnecessary, the CE has discretionary authority to waive the cancellation fee provided that the cancellation is supported by an email from the Adjutant or Officer Commanding.
- d) Late bookings may be made at the Security Gate after 1630 hrs on the day of occupation. Bookings will only be accepted if payment is made at the time and thus can only be made in person. Full charges apply if bookings are made before **2100 hrs**; after that time, reduced charges apply (see Paragraph 15). There will be no refund for cancellations of late bookings.
 - e) Rooms may be occupied on the day of arrival from **1200 hrs** and **must** be vacated on the day of departure by **1000 hrs (1100 hrs** at weekends).
14. Keys may be collected from Gate Security staff on arrival. If members and their guests arrive after the City Road Gate is closed, they should ring the "Night Pager Bell" adjacent to the pedestrian gate to gain entry. Room Keys, which also open the West Wing front door, are to be left in the door of the room on the day of departure.
 15. **Charges (including VAT)** [Figures in brackets are for bookings made on the day of use after **2100 hrs**]

(a) Single Room	£42.00 [£25.00]
(b) Twin Room with en-suite	£89.00 [£55.00]
(c) Twin Room without en-suite facilities	£79.00 [£45.00]

In the event that a member indicates he is willing to share a twin room, he must pay the full price for the room and, should another member be later found to share, will be required to arrange to be refunded by the second member. Only members of the same gender will be so matched.

 - (d) Where a room is booked for both Saturday and Sunday evening, the cost for the second evening will be 50% of the standard charge.
 16. It is acceptable for members and their guests to be casually dressed for breakfast in the Board Room.
 17. It should be noted that booking and using a bedroom does not give any special privilege for car parking at Armoury House. Normal car parking charges, should they be applicable, will apply.
 18. There is no lift available for the bedrooms. They are not, therefore, suitable for those who have difficulty in climbing stairs.
 19. The Sutling Committee reserves the right to alter these rules without prior notice.
- Chairman, Sutling Committee**
- P.S. Members are reminded that the HAC is situated within the Congestion Charging Zone. Please check the TFL website for further information on charges that apply.