

Appendix 1: BOOKING TERMS AND ELIGIBILITY

Members are able to book bedrooms two calendar months in advance of the date of stay.

Non-Members are only able to book a bedroom one month in advance of the date of stay.

Chief Officers are also able to book a bedroom one month in advance of the date of stay.

At the time of booking, Members and Officers must specify whether the stay is for official City business, in which case the room is free of charge (See Appendix A).

No charge will be levied where –

- a) A Member needs to attend early (i.e. before 8:30 am) official City Corporation engagements such as Market visits.
- b) A Member is representing the City at an official event (e.g. a Party Conference) which finishes very late at night, i.e. 10:30pm or later.
- c) A Member is hosting or speaking at an early morning event and therefore needs to be certain of being on time.
- d) A Member is hosting a dinner or speaking on behalf of the Corporation at a major evening event.

Members will be charged when they use the accommodation as detailed below:

- a) When attending morning discussion meetings – but are not hosting or speaking.
- b) When attending Banquets and dinners unless hosting/chairing a reception committee.
- c) When attending social events e.g. concerts at the Barbican.
- d) When attending Ward Club or Livery events unless they have a speaking role and are representing the Corporation.

Any queries regarding 'official use' will be referred to the Chief Commoner and/or the Town Clerk's department (Angela Roach/ Greg Moore).

Members always have priority for the Bedrooms. Should a Member require a bedroom, any Officers or non-Members who are booked in will be asked to stand down from their booking if the Member requests the room one week prior to the date of the booking*.

On the occasion of large City events, such as a State Banquet or large committee dinner, all of the bedrooms are to be kept for the exclusive use of Members. Priority is given to Members wishing to stay, as opposed to those who only want to use the facilities for changing.

If a single room is requested but only a double is available, the occupier will be charged at the single rate *

*As per meeting with Greg Moore (Town Clerk's) on 16 September 2014

The following are entitled to use the Bedrooms;

- Past Lord Mayors
- Past Chief Commoners
- Masters of Livery Companies (for the period they are in office)
- Clerks (currently in office) of Livery Companies
- Immediate Past Masters – but only when they are deputising for the Master.
*This information was taken from the City Lands report dated 12 May 2003
- Past Members who have served for a minimum of 10 years on the Court of Common Council
- Senior Officers of the Corporation and others who are detained on Corporation related business
- 10 Senior CoL Police Officers + 4 Chief Superintendents (names listed at end of document)

All booking requests should be sent to remcommitteerooms@cityoflondon.gov.uk

BEHAVIOUR

Those using the rooms must not use the rooms in a way that could potentially cause embarrassment to the City of London Corporation, create a nuisance or misuse the facilities provided and always leave the bedroom in a respectful condition.

FIRE SAFETY

All members / users must return their bedroom keys to Guildhall Security at West Wing reception before leaving the building. At no point must they retain the bedroom key upon their person when leaving the Guildhall site. This is to assist Guildhall Security with the fire evacuation process and to ensure Members / Col Staff are safely out of the building. This arrangement is also to ensure that the London Fire Brigade are not unnecessarily sent into a “burning building” to look for people who have left the complex.

If the fire alarm activates between the hours of 9am and 4.30 pm hours Monday – Friday Members are required to assemble at **Aldermanbury Square**. Outside of these hours Members should assemble in the **Guildhall Yard**.

SMOKING

Smoking is not allowed in any of the rooms and this includes leaning out of the windows in any rooms to smoke.

PETS

Pets are not allowed to stay in any of the bookable bedrooms.

FORCE MAJEURE

Except where otherwise expressly stated in these booking conditions, we regret we cannot accept liability or pay any compensation where the performance or prompt performance of our contractual obligations is prevented or affected by or you otherwise suffer any damage

or loss as a result of “force majeure”. In these Booking Conditions, “force majeure” means any event which we or the COL in question could not, even with all due care, foresee or avoid. Such events may include war or threat of war, riot, civil strife, terrorist activity or actual threatened terrorist activity, industrial dispute, natural or nuclear disaster, adverse weather conditions, fire and all similar events outside our control

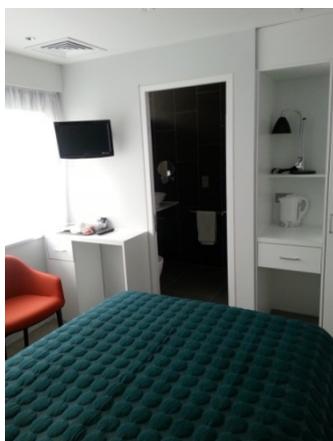
AVAILABLE ROOMS AND FACILITIES

Bedrooms 1 – 9 are all available for Members and eligible guests.

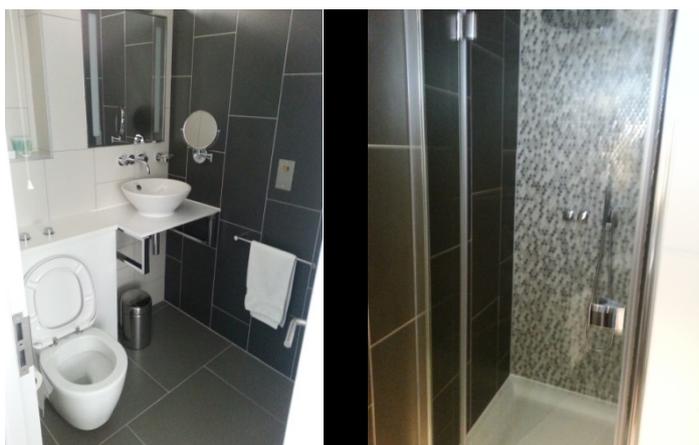
Bedroom 2 is an accessible room designed for disabled guests. The doorframe is wider than all of the other rooms to allow a wheelchair to fit comfortably through.

Bedrooms 3 and 4 are single rooms.

Bedrooms 1, 5, 6, 7, 8 and 9 are all double rooms.



All rooms have en suite facilities.



UNAVAILABLE ROOMS

The Chief Commoner and the Chairman of the Policy & Resources Committee both have flats on Level 4 and these are not to be booked out under any circumstances.

PRICES

Members	Price	VAT	Total
Single room	£16.67	£3.33	£20.00
Double room	£25.00	£5.00	£30.00

Non-Members	Price	VAT	Total
Single room	£50.00	£10.00	£60.00
Double room	£79.17	£15.83	£95.00

APPROVED LIST OF OUTSIDE USERS (TO BE CHARGED AT MEMBERS RATE)

The Honorable The Irish Society

Sir John Cass Foundation

Dr John Moses (Ex Dean of St. Paul's Cathedral) – until the end of February 2016 (*This is due to an oversight occurring in 2014 when Dr Moses was not informed on the eligibility changes at the same time as the other outside users. See Angela Roach's email to Dr Moses and the Chief Commoner dated 04/08/15, which is stored in the bedroom correspondence folder on the H Drive*)

Members' Guests are also entitled to use the bedrooms (if the rooms are free – and they must always stand down if a Member requires the room). They are to be charged at the same rate as Members and the bill sent to the Member for payment.

Other users are to be determined upon the approval of the current Chief Commoner.

CoL Police employees entitled to use the bedrooms under official use;

1. Commissioner Ian Dyson,
2. Assistant Commissioner Alistair Sutherland,
3. T/Commander (Operations and Security) Dai Evans,
4. Commander (Economic Crime) Karen Baxter,
5. Detective Chief Superintendent Maria Woodall (Crime),
6. T/ Detective Chief Superintendent Richard Waight (Intelligence),
7. T/ Detective Chief Superintendent Perry Stokes (ECD NFIB and Action Fraud),
8. Detective Chief Superintendent Clinton Blackburn (ECD Operations)
9. Chief Superintendent Glenn Maleary (Uniform Policing)
10. Cecilie Booth (Chief Operating Officer)

The names were confirmed by Chris Rumbles via email on 13 November 2019.

SENT TO ALL MEMBERS ON BEHALF OF THE CHIEF COMMONER - via E-mail from Angela Roach, 17 June 2014.

Dear Colleagues

Over the last few years the question of when Members are entitled to have free use of the bedrooms has become confused, as a result of which for the same events some Members are claiming free use while others are paying for private use. This is clearly unsatisfactory. The most recent official position was set out in 1995 –

“no charge will be levied for Members using the overnight accommodation at Guildhall where it necessary for the Member concerned to attend very early official Corporation engagements such as breakfast meetings”.

The Policy and Resources Committee has reviewed this and feel that the intention is still correct but that a modest refinement to cover dinners is appropriate and that “very early” is better defined by reference to market visits (which can start before 7:00) rather than breakfast meetings which are in effect part of many people’s normal working day. The Committee also felt some leeway is needed when a Member (typically a chairman) is hosting a breakfast meeting or a dinner and therefore reasonably needs preparation time and to be on time or to be the last person leaving a dinner.

Accordingly the position going forward is that no charge will be levied where –

- e) A Member needs to attend early (ie before 8:30 am) official City Corporation engagements such as Market visits.
- f) A Member is representing the City at an official event (eg a Party Conference) which finishes very late at night, ie 10:30pm or later.
- g) A Member is hosting or speaking at an early morning event and therefore needs to be certain of being on time.
- h) A Member is hosting a dinner or speaking on behalf of the Corporation at a major evening event.

For the avoidance of doubt members will be charged when they use the accommodation -

- e) When they attend morning discussion meetings – but are not hosting or speaking.
- f) When they attend Banquets and dinners unless they are hosting/chairing a reception committee.
- g) When they attend social events eg concerts at the Barbican.
- h) When they attend Ward Club or Livery events unless they have a speaking role and are representing the Corporation.

When booking rooms, Members requesting free use should clearly indicate which of the four categories is relevant.

Those Members who do not use the bedrooms might usefully consider doing so when appropriate. They are now of a good standard and may be a good alternative to late night/early morning travel.

Regards

Deputy John Bennett

The Chief Commoner