

## **Appendix 1 - Members' Bedrooms 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. All Members will be required to complete a bedroom booking form at the time of booking detailing their name, purpose of booking e.g. 'Official Use' or 'Non-official Use' and indicating how the stay would constitute 'Official Use', where appropriate. No bedroom booking will be allowed without providing this information at the time of booking.

### -Official / Non-official Use

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 relating to the booking procedure and 'official use' will be referred to the Chair of Civic Affairs Sub-Committee, Chief Commoner and Town Clerk, and Deputy Chairman of Civic Affairs Sub-Committee. It is recognised that there will on occasions be exceptional circumstances outside of these rules this policy where a bedroom will be required and it would be appropriate to allow free use. In these circumstances, discretion will be given to the Chair and Deputy Chairman of Civic Affairs Sub-Committee and Chief Commoner, in consultation with the Town Clerk, to consider the request and determine an appropriate charge relating to usage. There will be no right of appeal to the decision reached.

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.

Block bookings are not permitted as standard, with Members being able to book a bedroom for a maximum of two consecutive days at the time of booking, other than where an overnight stay is needed for 'Official Use' and with this requirement will need to be clearly detailed during the booking process. A maximum of up to six weekday overnight stays will be permitted during any single calendar month for non-official usage.

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

Where a Member books multiple rooms for the same time and date, the first room will be charged at the Member rate with all other rooms being charged at the Non-Member rate.

#### City Corporation Staff Usage

The following staff are also entitled to book bedrooms as follows

#### No levy charged

<u>Senior Officers of the Corporation</u>	<ul style="list-style-type: none"> <li><u>to attend early (i.e. before 8:30 am) official City Corporation engagements such as Market visits.</u></li> <li><u>representing the City at an official event which finishes very late at night, i.e. 10:30pm or later.</u></li> </ul>
<u>Senior CoL Police Officers</u>	
<u>CoL Officers</u>	<u>when detained on Corporation related business; such as overnight works or audits</u>

Senior Officers of the Corporation and Senior CoL Police Officers may book 1 personal overnight stay per calendar month which will be charged at Non Member Rate/

In addition to Members and CoL Officers, the following are entitled to use the Bedrooms at the appropriate rate;

<u>Past Lord Mayors</u>	<u>Member Rate</u>
<u>Past Chief Commoners</u>	<u>Member Rate</u>
<u>Masters of Liveries Companies</u>	<u>Non Member Rate</u>
<u>Immediate Past Masters, when deputising</u>	<u>Non Member rate</u>
<u>Clerks of Livery Companies</u>	<u>Non Member Rate</u>
<u>Past Members, with min 8years on Court</u>	<u>Member Rate</u>
<u>The Honourable Irish Society</u>	<u>Member Rate</u>
<u>Member's Guests</u>	<u>Member Rate (Non Member if 2<sup>nd</sup> room)</u>

[Other users are to be determined upon the approval of the current Chief Commoner](#)

## BEHAVIOUR

Those using the rooms must not use them 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.

Any allegation of misuse will be reported to the Chair of Civic Affairs Sub-Committee, Chief Commoner and Town Clerk who will make a determination over any claim of misuse and decide on an appropriate course of action. A proposed course of action may include, but not be limited to, suspension of use of the bedrooms for such a period as they see fit. There will be no right of appeal of the decision reached.

### Outstanding invoices

In the event that invoices remain unsettled for a period exceeding two quarterly periods, no further bookings will be allowed; the Member will be prohibited from making any further bookings until the debt is cleared.

In the event of any dispute over outstanding payment of invoices, these will be referred to the Chair of Civic Affairs Sub-Committee, Chief Commoner and Town Clerk who will make a determination. There will be no right of appeal of the decision reached.

## 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

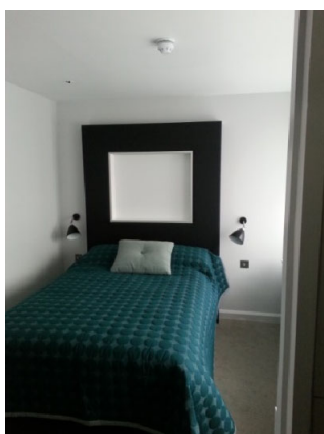
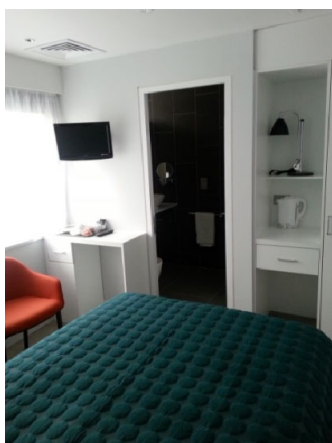
#### AVAILABLE ROOMS AND FACILITIES

Bedrooms 2 – 9 are all available for Members and eligible guests.

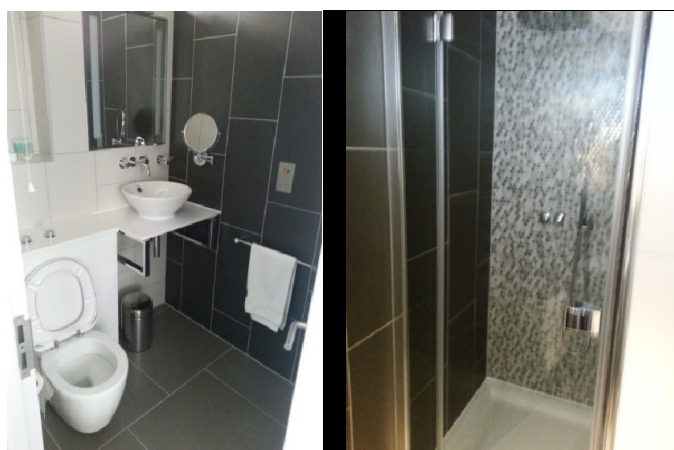
Bedroom 2 is an accessible room designed for disabled guests. The doorframe is wider than all of the other rooms to allow a wheelchair to fit comfortably through.

Bedrooms 3 and 4 are small double rooms.

Bedrooms 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.

(Bedroom 1 was merged with the Policy Chair's flat in 2019.)

<b>PRICES</b>			
<b>Smaller Double room</b>	£16.67	£3.33	£20.00
<b>Double room</b>	£25.00	£5.00	£30.00

<b>Non-Members</b>	<b>Price</b>	<b>VAT</b>	<b>Total</b>
<b>Small Double room</b>	£50.00	£10.00	£60.00
<b>Double room</b>	£79.17	£15.83	£95.00