

ROYAL THAMES YACHT CLUB LIMITED

CLUBHOUSE BYE-LAWS (H)

All references to members, guests or visitors shall be deemed to be gender neutral.

H1. CONDITIONS OF ADMISSION

- H1.1 At all times members are responsible for their guest's behaviour whether or not the member is in the Clubhouse. Members are also ultimately responsible for any unpaid accounts by their guests
- H1.2 A member or guest attending the Clubhouse must give his/her name to the Receptionist, the senior manager present or the Chief Executive if so requested. Membership Cards are to be available at all times for presentation on request by Club staff. Such requests shall be reasonable, proportionate and in accordance with any current instructions of the Chief Executive.
- H1.3 Members may introduce guests to the Clubhouse during opening hours. No person shall be introduced as a guest in contravention of the Bye-Laws or whose conduct or presence in the Clubhouse shall be considered by the Chief Executive, or in his absence a member of the General Committee or in the absence of either of the aforementioned, the senior member of the management presence, objectionable or prejudicial to the interests of the Club.
- H1.4 The name of any guest together with that of the host is to be entered in the book kept for that purpose at reception.

H.2 DRESS

- H 2.1 A collared shirt must be worn by gentlemen at all times and the minimum acceptable dress in the ground floor public rooms and on the Britannia Deck is polo shirt, chinos or dark wash jeans (no faded, frayed, holey, worn trousers or light wash jeans) and sailing shoes or equivalent. This also applies in rooms being used for the breakfast service. Ladies should dress appropriately: leggings or similar are not appropriate. Members and guests should avoid any form of dress that might cause offence.
- H 2.2 After 1900 Monday – Friday, gentlemen are required to wear a jacket or reefer and, preferably, a tie on the Quarterdeck, in the Cumberland Bar and in the Coffee Room restaurant. Ladies should dress appropriately.
- H 2.3 Residents taking exercise may wear running / jogging attire when going to and from their cabins in the corridors, rear staircases and reception. Trainers and T shirts (other than when worn as part of exercise attire) are not acceptable at any time.

H 2.4 The General Committee may further relax this Bye-Law in respect of a particular event having first posted a direction to this effect on the notice board no less than 24 hours before the commencement of the event.

H 2.5 The Chief Executive is authorised to relax the requirement for gentlemen to wear jackets if the ambient temperature dictates this to be appropriate.

H.3 CHILDREN

Children between the ages of seven and sixteen years when accompanied by an adult member may, at the discretion of the Chief Executive, or in his absence at the discretion of the senior member of management present, be admitted to the Clubhouse. No child under the age of seven is permitted in the Clubhouse except between 1600 on Fridays and 1100 on Mondays. Parents are responsible for keeping their children in good order and under control at all times. Duty Staff have delegated authority to ask parents to remove from the premises any child that is causing undue offence or nuisance

H.4 ANIMALS

No animals, other than a guide dog, are permitted in the Clubhouse.

H.5 SMOKING

H 5.1 In accordance with UK law and the terms of the Club's Premises Licence, smoking, including e-cigarettes, vaporisers, e-pipes and similar, is not permitted in any enclosed area of the Clubhouse. This includes all cabins and internal public rooms.

H 5.2 Civil penalties for breaches of the NO SMOKING regulations are severe and individuals held responsible are liable to a considerable fine. The Club may also be fined and/or have its licence revoked. Individuals, members or visitors, will be held responsible for any Club costs. In view of the implications for the Club if persons are found to be in breach of the NO SMOKING policy, the following sanctions will be taken against offenders:

1st offence: A written warning which may be followed by a sanction as shall be determined by the General Committee.

2nd offence: Suspension for such period as shall be determined by the General Committee or withdrawal of membership.

H 5.3 Smoking is only authorised in the designated smoking areas of the Britannia Deck (when operational) or on west side of the forecourt, at least 5 metres clear of the main entrance, where a smoking area is provided.

H 5.3 Members should ensure that their guests are aware that smoking anywhere inside the Clubhouse is not permitted under UK legislation.

H.6 DAYS AND HOURS OF ADMISSION

H 6.1 Save as set out in Bye-Law H 6.2, the Clubhouse is open daily to non-residents from 0700 until 0100 the following morning, or such other times as the General Committee may, from time to time, decide. No member or guests shall be admitted to the Club after 0030 but residents may enter the Clubhouse at any time. The Secretariat will be staffed daily from 0930 to 1730 with the exception of Friday when it will close at 1600 and on Saturdays, Sundays and Bank Holidays.

H 6.2 The Clubhouse will be closed on Bank Holidays and on such other days as the General Committee, or in exceptional circumstances the Chief Executive, may from time to time decide.

H 7. COFFEE/TEA SERVICE AND BAR HOURS

H7.1 The hours during which a bar shall be open are:

Monday to Thursday

1200 to 2300

Friday

1200 to 2030

These bar opening times may be changed by the General Committee provided that reasonable warning shall be given to members by means of a notice posted on the Club Notice Board. They shall apply at the discretion of the Chief Executive should it be determined that the Clubhouse be opened to members on Saturdays or Sundays.

H7.2 The Cumberland and Britannia barmen work contracted hours based on the above opening times. If members require a bar to remain open after the standard closing time, this may only be allowed if:

- a. The duty barman agrees to extend his shift,
- b. The member requesting the extension to the bar opening times accepts responsibility to cover the overtime and late-night taxi charge at the rate of £50/hour or part thereof.
- c. The bar closes by 0100.

H7.3 The Night Porter keeps a small stock of drinks for the use of residents only, who may obtain their requirements from the Night Porter in the Hall.

H7.4 Bar charges (inclusive of VAT) will be to a scale approved from time to time by the Committee.

H8. COFFEE ROOM

H8.1 Meals shall be available at the following hours

Breakfast: Mon – Fri 0700 to 1000. (Self-service available 0600 – 0700).
Sat & Sun 0800 – 1000. To be clear by 1030 to allow for resetting before staff lunch at 1130.

Luncheon: Mon – Fri 1230 to 1500: Last orders at 1415. To be clear by 1500 to allow for resetting before shift finish time.

Dinner: Mon – Thu 1930 to 2300: Last orders at 2130. To be clear by 2300 to allow for resetting before shift finish time.

Meal times may be changed by the General Committee provided that reasonable warning shall be given to members by means of a notice posted on the Club Notice Board.

H8.2 No more than 15 minutes grace is allowed for tables reserved for Luncheon or Dinner in the Coffee Room. All reservations are to be accompanied by a contact telephone number.

H8.3 Coffee Room charges (inclusive of service and VAT) are to a scale approved from time to time by the Committee.

H8.4 Members are charged corkage at rates set from time to time by the House and Finance Committee on wines, spirits or liqueurs brought into the Club. No member may bring into the Club any wines, spirits or liqueurs, which are on the current wine list. No Member or guest is permitted to bring food or drink onto the premises for consumption anywhere in the Clubhouse

H9. CABINS

H9.1 Cabins are provided in the Clubhouse for the use of members and reciprocal members (who may be accompanied by their partners), and guests of members. The host member does not need to be resident in the Clubhouse for a guest to stay, but must make the cabin reservation on behalf of their guests. Any member seeking variations to these arrangements are to seek the approval of the Chief Executive in the first instance. Cabins shall be reserved through the receptionist. Charges shall be in accordance with those approved by the General Committee. Exceptionally, the Chief Executive may authorise the use of cabins by non-members when attending a function in the Clubhouse provided there is sufficient capacity and members are not disadvantaged.

H9.2 Members may book cabins for periods not exceeding 14 nights. The Clubhouse address may not be used by members as their permanent address. For members of reciprocal clubs, usage of cabins shall be governed by the agreement between their club and the Club. The charge quoted includes Continental Breakfast (taken in the Coffee Room restaurant) and VAT. Cabins may be occupied from 1200 noon on the day of arrival.

H9.3 A member's partner, not being a member, and members guests but resident in the Clubhouse under H9.1, may use the public rooms of the Clubhouse unaccompanied and may order meals and refreshments which must, however, be debited to the member's account.

H9.4 A member having booked a cabin in accordance with H9.1 above may extend that period only at the Chief Executive's discretion.

H9.5 Cabins are to be vacated by 1030 on the last day of occupancy unless prior arrangements have been made with Reception for a late checkout. Any member occupying a cabin after 1400 on the last day of occupancy will be subject to a charge of 50% of daily cabin rate.

H9.6 A room which is reserved for any night but is not occupied is to be paid for unless such booking is cancelled at least 24 hours prior to 1800 on the day for which the reservation was made.

H9.7 Early calls and newspapers may be arranged with the Night Porter.

H9.8 Breakfast in cabins can be served from 0700 to 1000.

H10. CHANGING ROOM

A changing room is available for the use of members at the approved charge.

H11. PRIVATE PARTIES

H11.1 Members may entertain or sponsor private or corporate parties or functions in rooms set aside for that purpose. The Member concerned does not have to be present at any such party arranged or sponsored by him. However, if the Member is not present at the party, the non-member rates will apply. Yachting, maritime or other organisations may hold meetings, private parties or functions with the prior permission of the Chief Executive or a Flag Officer when no member need be present. For the avoidance of doubt, where members are not present at an event, Bye-Law H 1.1 continues to apply.

H11.2 Applications for private or corporate functions should be made directly to the Functions Co Ordinator of the Club. For applications from yachting, maritime or other organisations not sponsored by a member such applications shall be referred to the Chief Executive in the first instance.

H11.3 The charges for the hire of private rooms are as approved by the General Committee from time to time. These charges are exclusive of the selling price of food and drink ordered and consumed, the cost of any flowers that may be ordered and the cost of the staff employed, including taxis deemed necessary because of late night working.

H11.4 The Chief Executive has full discretion in the allocation of rooms.

H11.5 The Chief Executive is empowered to close public rooms for functions, provided that reasonable warning shall be given to members by means of a notice posted on the Club Notice Board and in respect of the Coffee Room restaurant, alternative arrangements for meals shall be offered.

H12. CLUBHOUSE BILLS

H12.1 If not being charged to Member's accounts (see H13 below) all bills relating to the use of facilities or services provided in the Clubhouse are to be discharged before leaving the Club. Bills must be paid in cash, by Member's cheque or by the following credit or charge cards: Visa, MasterCard, Eurocard, Maestro. Credit card facilities may not be used to obtain cash.

H12.2 Other than for residents (see Bye-Law H12), all charges for morning coffee or afternoon tea must be paid when they are incurred.

H12.3 Charges in accordance with the approved scale for all telephone calls (except from cabins) made through the Club exchange must be paid promptly by the

member to the Receptionist as soon as the call is finished. Calls from the cabins or from a function room will be charged to the member's cabin account or the functions account

H12.4 Bills incurred by residents in the Coffee Room, restaurant or bars may be charged to their cabin accounts.

H12.5 Cheque cashing facilities are not provided by the Club. There are numerous ATMs within close walking distance of the Clubhouse.

H 13. CLUB ACCOUNTS

H13.1 Members may open a monthly account with the Club by prior arrangement with the Head of Finance and only when covered by a monthly Direct Debit Mandate, to be lodged with the Head of Finance. Statements will be forwarded at the end of each calendar month, electronically to members with email accounts. If the balance in a statement is not settled by the end of the next calendar month due to a failure of the Direct Debit the member's monthly account facility will be withdrawn and the account will be subjected to a 5% monthly surcharge. The surcharge will also apply to accounts relating to private functions.

H13.2 Members who do not hold an authorised monthly account and who fail to discharge their Bar, Coffee Room (Restaurant) or Cabin bills before leaving the Clubhouse will incur an immediate surcharge of 5% for each month that remains unpaid.

H14. BUSINESS

H14.1 No member shall, except at the request of the General Committee, on any pretence or in any manner receive any profit, salary or emoluments from the funds or transactions of the Club.

H14.2 Members shall not transact business matters nor conduct business meetings in the public rooms. Neither business documents nor brief cases, nor items of business equipment are permitted in the public rooms except the Model Room (see 14.5 below) whether such rooms are in use or not.

H14.3 The use of handheld/mobile electronic devices of any sort, without exception, is not permitted in the public rooms except the Model Room (see 14.5 below) save they may be used in silent mode for the purpose of messaging.

H14.4 Members may reserve at the discretion of the Chief Executive, a private room for business meetings. Charges at the approved rates will be made for private rooms reserved for business meetings. Members shall ensure that any attendees are aware of and observe these Bye-Laws particularly those in respect of dress. Name tags shall not be worn other than in the reserved rooms. The above Bye-Laws concerning business papers and mobile electronic equipment are rescinded in privately hired rooms, at the discretion of the event organiser.

H14.5 The Model Room is available for use by members to conduct private business and to hold small (not more than three people) impromptu meetings, during which the above Bye-Laws concerning business papers and electronic devices

are rescinded. Due to its increasing popularity as a members' working space, the Model Room may only be reserved outside normal working hours in exceptional circumstances by arrangement with the Chief Executive.

H14.6 The Chief Executive is empowered to reserve private rooms for meetings, parties or functions for recognised yacht clubs or yacht racing or cruising bodies or other related maritime organisations at the appropriate charge.

H15. MEMBERS' PROPERTY

H15.1 The General Committee disclaims any liability on the part of the Club for the loss of, or damage to, any items of member's or visitor's property, by whatsoever cause, that might occur whilst such items are on the Club premises or being handled by the Club staff.

H15.2 Members may deposit small items of value in the safe at Reception. These must be placed in a sealed envelope and the contents not stated thereon.

H16. STAFF

H16.1 As a matter of custom, gratuities are not expected to be offered to Club Staff, with the exception that members may reward the room attendants if service so merits.

H16.2 Donations to the Staff Fund may be made when settling cabin accounts or sent to the Chief Executive at any time throughout the year.

H16.3 Members are particularly requested not to employ any staff who has been in the service of the Club until at least three months after such staff have left the employment of the Club.

H17. SUGGESTIONS AND COMPLAINTS

H17.1 All suggestions relating in any way to the service in the Club or the Clubhouse facilities must be addressed to the Chief Executive either by letter or by email.

H17.2 All complaints relating in any way to the service in the Club must be addressed by letter personally to the Chief Executive. In no circumstances is a member or guest permitted personally to reprimand a member of staff.

H18. GAMES

No gambling is permitted other than for approved small stakes played for during informal Club bridge nights.

H19. NEWSPAPERS, PERIODICALS AND REFERENCE BOOKS

No newspaper, periodicals or reference books provided in the public rooms may be removed from the Clubhouse. Members are asked to replace newspapers, periodicals and all reference books in their proper places after use.

H20. ILLNESS

In the event of illness of any resident, the Chief Executive or senior manager present may, with the approval of a doctor, ask such resident to vacate his cabin.

H21. CAR PARKING

H21.1 Other than as set out in Bye-Law H21.3 below, no vehicle may be parked on the Club premises unless it displays a valid authorised annual parking permit (purchased from the Secretariat at prices laid down by the General Committee). Guests staying in the Clubhouse may pay a daily charge, as agreed from time to time by the General Committee, for a temporary parking permit if space is available.

H21.2 Four special bays (Nos. 1, 2, 3 and 4) are reserved in the underground garage and for the exclusive use of Royal Thames Yacht Club members. The bays are clearly marked as allocated to the Club. Sites 5 to 21 are for the exclusive use of tenants in 60A Knightsbridge from 0800 to 1830 on Monday to Friday and 0800 to 1300 on Saturday.

H21.3 All Club members (and the tenants) may use the car parking spaces on the ramp and on the forecourt on a first come first served basis but parking is restricted to a maximum of two hours between 0800 and 1830 Mon – Fri.

H21.4 No car may remain on any part of the site, whether allocated to the club or not, unless the member is in the Clubhouse or is a resident.

H21.5 No car accompanied by a chauffeur may remain on a parking site except as authorised by the Chief Executive.

H21.6 The Club disclaims any liability on the part of the Club for the loss or damage to any vehicle, or any item left in or about a vehicle, no matter how such loss or damage may be caused whilst that vehicle is in the garage, on the ramp, or on the forecourt.

Approved by the General Committee 17th February 2021