

RULES &
BYE-LAWS



THE ARTS CLUB
LONDON

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, accounts payable, and accounts receivable. It also outlines the procedures for recording these transactions, including the use of double-entry bookkeeping to ensure that the books balance.

The second part of the document focuses on the analysis of the financial data. It explains how to calculate key financial ratios and metrics, such as the gross profit margin, operating profit margin, and return on investment. These calculations are essential for understanding the company's financial performance and identifying areas for improvement. The document also discusses the importance of comparing the company's performance to industry benchmarks and providing a clear explanation of any significant variances.

The final part of the document covers the preparation of financial statements. It provides a step-by-step guide to creating the income statement, balance sheet, and cash flow statement. It also includes a section on the interpretation of these statements, explaining how they can be used to make informed business decisions. The document concludes with a summary of the key points and a final note on the importance of regular financial review and reporting.



THE ARTS CLUB
LONDON

RULES OF THE CLUB

These rules (the 'rules'), as amended from time to time in accordance with the terms of the rules, are the rules of the club.

I. NAME & LOCATION

The name of the club is 'The Arts Club' and it is located at 40 Dover Street, London W1S 4NP (referred to in these rules as the 'club').

2. OBJECT OF THE CLUB

The objects of the club are the provision of facilities and amenities of a private club, run on commercial principles, for the purpose of facilitating the social interaction and intercourse of persons connected with or interested in the arts, literature or sciences.

3. DEFINITIONS & PRIMARY CONCEPTS

- 3.1 The club is a proprietary club, the proprietor of the Club being The Arts Club (London) Limited (the 'company'). The company is a private company limited by shares incorporated in England with company number 00047802. A member's membership relates to the club only and no other club or premises owned or operated by the company and does not entitle a member to any shares in the company nor to participate in any voting or other shareholder matters of the company.
- 3.2 The club premises are situated at 40 Dover Street, London W1S 4NP or such other premises as the company may provide.
- 3.3 The company is responsible for providing the club with premises and all necessary facilities for carrying on the club in accordance with the objects, these rules and the bye-laws.
- 3.4 The members are under no financial liability in respect of the company by reason of their membership of the club save for their liability for the club joining fee, annual subscription, and food and beverage charges and any fees in respect of any events booked or attended by a member for which fees are chargeable/payable.
- 3.5 For the purposes of these rules and the bye-laws:
 - (a) 'Board' means the board of directors of the company from time to time;

- (b) 'Bye-Laws' means any bye-laws made by the company in accordance with rule 30;
- (c) 'Club' shall have the meaning given to it in rule 1;
- (d) 'Contract' means the membership contract between the company/ club and the member(s), the terms of which include the terms of these rules and the bye-laws;
- (e) 'Committee' shall have the meaning given to it in rule 8;
- (f) 'Director' means a member of the board of directors from time to time;
- (g) 'International club' shall mean either The Arts Club London or The Arts Club Dubai, which is not the primary club of the member;
- (h) 'Member' means a person who is admitted as a member of the club in accordance with any previous rules of the club or these rules (as amended from time to time) and who remains a member of the club in accordance with these rules (as amended from time to time);
- (i) 'Nightclub' means the nightclub area of the club, currently called 'Leo's' and any other nightclub area(s) added to the club from time to time;
- (j) 'Primary club' shall mean either The Arts Club London or The Arts Club Dubai, whichever club the member will use most often based on the member's residential and work address where the member spends the majority of his or her time;
- (k) 'Rules of the executive committee' means the rules governing the executive committee as adopted by the board from time to time; and
- (l) 'Secretary' shall have the meaning given to it in rule 6.

3.6 If the company has to contact a member it will do so by using the telephone number, email address or postal address provided to the company by that member in their application, as is updated by the member from time to time. A member may contact the company by writing to the Secretary at the email address or postal address as shown on the club's website from time to time. When these rules or the bye-laws use the words 'writing' or 'written' or similar terms this reference includes emails.

4. PATRON & PRESIDENT

- 4.1 The board may appoint either, or both, a patron and/or president to represent the club.
- 4.2 The board may appoint a president and two vice presidents, being distinguished persons from the arts, literature or sciences.

5. THE CHAIRMAN

The Chairman of the company shall be the Chairman of the club (the 'Chairman').

6. THE SECRETARY

- 6.1 The Chief Executive Officer of the company from time to time shall act as the secretary of the club (the 'Secretary') and is responsible for the proper running of the club on a day to day basis as determined by the board.
- 6.2 In these rules and bye-laws the expression the 'Secretary' shall also include any other person(s) appointed by the board to perform any of the duties of the Secretary.

7. ADVISORY BOARD

- 7.1 An advisory board may be appointed by the executive committee from time to time to support and promote the development of the club in the arts, literature or science world ('advisory board').
- 7.2 Membership of the advisory board is granted at the absolute discretion of the board and may be terminated and/or suspended at any time by the board.

8. MEMBERSHIP COMMITTEE

- 8.1 A membership committee (the 'committee') may be appointed by the board to promote the interests of the club.
- 8.2 Such committee has authority, as prescribed by the board from time, over matters relating to membership.
- 8.3 Membership of the committee is granted at the absolute discretion of the board and may be terminated and/or suspended at any time by the board.

9 . MEMBERSHIP

- 9.1 Members shall consist of full members, second members, overseas members, young members, international members, honorary members, historical members and temporary members.
- 9.2 Other than in the case of existing members, hotel residents shall be classed as temporary members for the duration of their stay at the club.
- 9.3 Every candidate for membership must be at least 21 years of age.
- 9.4 No employee or former employee of the company shall be elected a member without the consent of the Secretary.
- 9.5 The company may from time to time add additional categories of membership or amend the conditions attaching to each category of membership.
- 9.6 Each member, whatever their category shall in common with all other members enjoy equal rights and privileges of the club subject to the provisions of these rules and the bye-laws and as the company may from time to time determine.
- 9.7 Each member, whatever their category, shall confirm and declare their primary residential and business address and apply for membership to the club which they will use most often (see rule 15).
- 9.8 If the criteria governing the membership category of a member are no longer applicable to the member they shall notify the Secretary forthwith so that, subject to prior committee approval, the appropriate change of category can be made and at their next renewal date following any such change they shall become liable to pay the subscription rate applicable to such new category.

10 . MEMBERS

- 10.1 The criteria/requirements for each classification/category of member shall be as follows:
 - (a) Full member: 33 years of age or above on the date the application form is received by the committee with a UK primary residential address;
 - (b) Young member: 32 years of age or below (but at least 21 years of age) on the date the membership commences, proof of age required, with a UK primary residential address;
 - (c) Second member: a spouse or partner sharing the same residential address as a full member who is 33 years of age or above on the date

application form that is received by the committee; second members may not be joined to a young membership; proof of address required;

(d) Overseas member: 30 years of age or above on the date that the application is received by the committee with a non-UK address;

(e) Temporary member: hotel residents who satisfy the criteria/ requirements set out in any of rules 10.1 (a), (b), (c) or (d). Hotel residents will be classed as temporary members for the duration of their stay at the club;

(f) International member: this additional membership may only be selected with full, second or young membership categories and includes membership to The Arts Club Dubai; and

(g) Honorary members: members elected in accordance with rule 11.

11. HONORARY MEMBERS

11.1 The committee may invite any person to become an honorary member who in the sole opinion of the committee:

- (a) has rendered exceptional service or benefit to the club;
- (b) will render exceptional service or benefit to the club;
- (c) is a distinguished member of the arts, science and/or literary community or
- (d) is a representative of a club associated or affiliated to the club.

11.2 The board shall have the power to elect any person it thinks proper (including an existing member) to be an honorary member.

11.3 An honorary member shall be entitled to full use of the club premises and facilities subject to these rules and the bye-laws. International clubs are not included.

11.4 An honorary member shall not be required to pay a joining fee or annual subscription.

11.5 Any person offered honorary membership who is already any existing member shall, on accepting such offer, be deemed to have ceased to be a member but shall not be entitled to be reimbursed a proportionate part of the annual subscription in the year and, for as long as he is an honorary member, no annual subscription shall be payable.

- 11.6 Honorary membership is initially granted for a period of 12 months but may be terminated at any time by the committee or the board without providing any reason. Upon the expiry of such period each honorary member shall be automatically re-elected annually unless the committee or the board resolves not to re-elect such honorary member, or such honorary member's membership is terminated.

12. PROCEDURE FOR APPROVAL & ELECTION OF MEMBERS

- 12.1 The name and particulars of every candidate applying for membership shall be entered on a form provided by the Membership team. Candidates shall supply a photograph and such information concerning themselves and their candidature as the membership team may request.
- 12.2 Every candidate for membership must be supported by a proposer and seconder, both of whom shall be members and each of whom if required by the Secretary shall send to the Secretary a letter in support stating how long they have known the candidate and giving relevant information in support of their belief that the candidate is qualified for membership by virtue of their connection with, or interest in, the arts, literature or sciences and is likely to be welcomed by and agreeable to the members.
- 12.3 There shall be a period of at least 48 hours between the committee receiving an application and deciding on whether an application for membership is successful.
- 12.4 A candidate is required to meet with the membership team prior to the committee considering their application, unless the Secretary decides in any particular case that such a meeting is not required.
- 12.5 The election of members shall be by the unanimous decision of the committee, who shall decide by secret ballot if necessary; one vote against a candidate shall exclude a candidate from becoming a member.
- 12.6 No reason shall be given to any candidate in the event of their non election/membership.
- 12.7 If the board so elects, the approval of any new member will be subject to ratification by (a majority of) the board. If the board does not in such circumstances ratify such member, the board shall give notice to the candidate and they shall immediately cease to be a member and shall not be eligible for reconsideration as a candidate for a period of one year from the date of the original application.

- 12.8 Upon approval by the committee and (if applicable) ratification by the board, the Secretary shall notify the candidate that he/she has been elected as a member of the club conditional upon them complying with this rule, the Secretary shall supply the candidate with a copy of these rules and any bye-laws and shall request the candidate to deliver to the Secretary the following:
- (a) the relevant joining fee and annual subscription which is payable at the prevailing rates, upon election; and
 - (b) a completed direct debit form for future annual subscriptions.
- 12.9 Failure by the candidate to comply with the provisions of rule 12.8 within one month of notification shall (unless the committee decides otherwise) result in cancellation of such candidate's conditional right to become a member.
- 12.10 The committee shall have the power to extend the periods for complying with the provisions of rule 12.9 hereof for as long as it thinks fit.
- 12.11 On complying with the provisions of rule 12, the name of the candidate will be entered in the register of members maintained by the club as a member and forthwith will be entitled as a member to all the benefits and privileges of the club. Upon being so entered in the register of members the member will be deemed to have agreed that he will be bound by these rules, all bye-laws and the privacy notice (as amended from time to time), and all subsequent amendments to them.
- 12.12 Cancellation right of members:
- (a) Members who have been approved have the right to cancel their membership, without giving any reason, within 14 days of the date on which the member pays the joining fee, subscription fee and provides the company with the direct debit form referred to in rule 12.8(b). The cancellation period will expire after 14 days.
 - (b) To exercise the right to cancel, a member must inform the Secretary or Membership team of their decision to cancel their membership in writing, for example by email.
 - (c) To meet the cancellation deadline, it is sufficient for a member to send their communication concerning their exercise of the right to cancel before the cancellation period has expired.

- (d) If a member cancels their membership within the 14 day period referred to above, the company will reimburse to that member all joining fees and subscription payments received from that member.
- (e) The company will make the reimbursement without undue delay, and not later than 14 days after the day on which the Secretary is informed about the member's decision to cancel their membership.
- (f) The company will make the reimbursement using the same means of payment as the member used for the initial payment, unless the member has expressly agreed otherwise; in any event, the member will not incur any fees as a result of the reimbursement.
- (g) If the member started to use the services or facilities of the club during the cancellation period, the member shall pay the club an amount which is in proportion to the period of use until the member communicated its cancellation of its membership, in comparison with the full membership year and the remainder will be refunded (as applicable).

12.13 The club's privacy notice, sets out the terms on which the club processes any personal data of members (or their guests), or that members (or their guests) provide to the club or the company.

13. FEES & SUBSCRIPTIONS

- 13.1 The joining fee payable by a member shall be such amount as the company shall from time to time determine and shall be non-refundable.
- 13.2 The annual subscription for each of the various categories shall be such amount as the company shall determine, and shall be payable annually on such date as determined by the company.
- 13.3 The committee may apply an increase on any rate of annual subscription to any member, which increase shall apply from their next renewal date, and the member shall be entitled to terminate their membership in accordance with rule 25
- 13.4 If a member shall for any reason cease to be a member before the whole of the annual subscription for the current year shall have been paid, then the unpaid balance shall immediately become payable.

- 13.5 If a member, having paid the annual subscription in advance for the relevant year, shall for any reason cease to be a member before the expiry of that year, he shall not be entitled to be reimbursed any part of that annual subscription.
- 13.6 The company may however, at its absolute discretion, waive or reduce the subscription of any member or former member.
- 13.7 In the event of a former member applying to rejoin the club the company may waive the joining fee and may apply the current annual subscription rate applicable.
- 13.8 If a candidate is elected as a member, the relevant joining fee and annual subscription is payable at the prevailing rates, upon election. Current rates of subscription for each of the categories of the members shall be available on the club's website for inspection www.theartslclub.co.uk.
- 13.9 Except as otherwise decided by the company, every member shall complete and deliver to the Secretary, and when required renew and at all times keep in existence a valid direct debit mandate, in order to provide for payment of their subscription and any other charges due pursuant to their membership, these rules, any bye-laws or their visit to the club.
- 13.10 If a member fails to pay any amount due from them to the company or the club within 30 days from the due date for payment, then the company will reserve the right to suspend and/or terminate the member's membership, and will apply the current annual subscription rate to any future memberships held by the member.

14. RENEWALS

- 14.1 Renewal dates or annual subscriptions are set on the first day of the month of election as a member and recur annually, unless the company determines otherwise.
- 14.2 Membership renewals are not automatic and are reviewed annually by the committee. The committee's decision is final and may be not be appealed. No reason for terminating or not renewing a membership shall be given.
- 14.3 Members will be given one month's notice prior to their annual renewal date. If the subscription is not settled by the renewal date, 14 days' grace period will be given. Following this, the member will be considered overdue and club access will not be granted. If the subscription is not settled within the next 14 days, the company will reserve the right to

suspend and/or terminate the member's membership and during this time, the club has the right to deny access until those fees are paid in full. The settlement will be backdated to the original renewal date and the current published annual subscription rate will apply to any future membership applications made by the member.

- I 4.4 Upon attaining the age of 33, young members will transfer to the full member category and its current applicable subscription at their next renewal date.
- I 4.5 For a second member, their associated full member must still be a fully paid existing member to maintain the second member's subscription rate. If not, the second member will revert to the full member rate applicable at the time with immediate effect and no longer be considered a second member. The committee reserves the right to request proof of address on the annual renewal date from a second member. Second members are required to inform the Secretary in writing of any change in circumstance which would no longer entitle them to be a second member, and the change in rate will apply at their next renewal date.
- I 4.6 A member may freeze their membership one time throughout the lifetime of their membership. This request must be submitted in writing within 30 days of their renewal date to avoid termination for non-payment. The length of the freeze is one year and cannot be extended nor shortened. If the member wants to reactivate their membership prior to the 1-year period they may be subject to the payment of their dues backdated to their original renewal date. Upon reinstatement, their annual subscriptions will remain at their original membership tier unless the subscription has been increased across all membership tiers, in which case, the new rate will apply. The above also applies to international membership.
- I 4.7 Should a membership be terminated for non-payment and the member wants to reactive their membership within 1-year from termination, they may do so by paying the backdated amount to their original renewal date at the current rate of their original membership tier. Should a membership be terminated for non-payment and the member wants to reactive their membership after 1-year from termination, they may do so but at the current rate and may need to resubmit an application.

15. MEMBERS' ADDRESSES

- 15.1 Every member shall promptly inform the Membership team of any changes to their address, email or other contact details and, in the case of a change of bankers, a new direct debit mandate must be completed and submitted to the Membership team.
- 15.2 A member must honestly declare the residential address at which they formally reside for the majority of the year and only apply for membership to the primary club, the one which is geographically close to this address; proof of address will be required; usage will be monitored by the company.

16. ADMISSION

- 16.1 Subject to rule 16.8, members and guests (provided they are invited in accordance with the bye-laws), will be admitted to the members' areas of the club during normal hours of admission.
- 16.2 Members must sign in at the front desk upon arrival, presenting their name, membership card and the name/s of their guest/s.
- 16.3 No person under the age of 18 will be admitted to the club without the prior written permission of the Secretary or manager on duty, other than on a Saturday or Sunday or bank holidays between 8.00am and 6.00pm when accompanied by a full member (who must be their parent or guardian).
- 16.4 Members must accompany guests introduced by them during the period of their stay in the club. Members may not be separated from their guests within the club or allow their guests to remain on the premises in the absence of the host member. Members are responsible for the conduct of their guests and must ensure guests abide by the rules, the bye-laws and the privacy policy.
- 16.5 The Secretary may determine that on certain days members may not be admitted to the club or any part thereof, or to provide for the closure of the club at Christmas, on bank holidays, staff holidays, for exclusive private hire or for any reason at the absolute discretion of the company which justifies temporary closure.
- 16.6 The company or Secretary may refuse admission to the club to any person in their absolute discretion and without giving any reason.
- 16.7 No person under 21 years of age is allowed in Leo's or in Oscuro other than at a private event, and provided such person has previously been authorised by the Secretary.

- 16.8 The club may at its absolute discretion:
- (a) refuse entry to the club by any member and/or guest without providing a reason;
 - (b) remove any member and/or guest from the club premises without providing a reason; and
 - (c) rescind a member's membership without providing a reason.

17. DISCIPLINE OF & EXPULSION OF MEMBERS

- 17.1 A member may resign their membership at any time by letter or email delivered to the Secretary at the club address as shown on the club's website.
- 17.2 The company or Secretary may expel any member or guest for breach of the rules and/or bye-laws at any time.
- 17.3 A member's membership, and/or admission to the club's premises, may be suspended or terminated at any time by the company in the event that the company considers that the conduct, reputation or character of the member or the member's guests, is or might be injurious to the character, reputation or interests of the club or the company, or render that member unfit to associate with other members, or for any other reason at the company's absolute discretion. Before a member is expelled, the alleged offender's conduct may, at the absolute discretion of the company be inquired into and, if requested by the club or company, the person involved may be required to send a written statement of events to the Secretary and to justify or explain their behaviour. During such period of investigation, the club may suspend the member's membership. The company has authorised each and any of the Secretary, the board and the executive committee to exercise its power of suspension or termination pursuant to this rule.
- 17.4 Having inquired into the events, if the company or Secretary is of the sole opinion in its absolute discretion that the member is, or is suspected to be, guilty of such conduct as mentioned in rule 17.3 and/or has failed to justify or explain this conduct or behaviour satisfactorily, it may either expel or suspend the offender at its absolute discretion. The member shall be disbarred from the club while so suspended from membership.
- 17.5 Nothing in these rules or bye-laws shall prevent the company or Secretary from requesting a member to resign and if such a request is complied with, within 14 days, no resolution of expulsion shall be proposed.

- 17.6 An expelled or suspended member, or a member that is requested to resign, may not return to the club as a guest.
- 17.7 A member expelled from the club forfeits all the privileges of membership without any entitlement to a claim for any refund of the joining fee. The company will refund the proportion of the subscription fee received for the current year as reflects the unused part of the year after termination.
- 17.8 In all matters of club discipline, the decision of the committee and/or company is final.

18. CONDUCT OF MEMBERS

- 18.1 Members and their guests shall, at all times, comply with all local laws, regulations, rules and customary practice relevant to the club and the United Kingdom.
- 18.2 Members and their guests must, at all times, treat all other members, guests and members of club staff with the utmost respect and shall not carry out any act or behaviour which may cause any disrepute to another member, guest, the club, the company or the United Kingdom.
- 18.3 Members and their guests are required to be attired in a clean and tidy manner when in the club, adhering to the dress code set out on the club's website.
- 18.4 No drunkenness, bad language, violent or abusive behaviour, or other misconduct is permitted on the club premises.
- 18.3 All members shall before leaving the club premises on each visit pay in full all charges incurred by them or their guests whether in respect of food, beverages or any other matter.
- 18.4 No member or guest shall use the name or address, or colours, trademarks, photographs, trade dress, logo or other identifying feature(s) of the club (the 'club marks') in any (including but not limited to): advertisement, marketing material, invitation, prospectus or letter heading for business purposes save with the prior written approval of the Secretary as to the specific use.
- 18.5 Each member and its guests hereby expressly recognise that the club marks are the valid, unique and exclusive property of the club and the company.
- 18.6 No member shall use the name or address of the club in any or correspondence article which is intended for publication without the prior written approval of the Secretary.

- 18.7 No member shall remove (except with the express permission of the Secretary) or damage or destroy any picture, item of furniture or other article (including without limitation books, magazines and newspapers) being the property of the company or club.
- 18.8 In the event that a member or guest of a member causes damage to or destruction of any such property then such member shall be fully responsible for making good all loss suffered by the club or company as a result of such damage or destruction

19. CONDUCT OF GUESTS

- 19.1 Members introducing guests are wholly responsible for the conduct of such guests: members must ensure that their guests are made aware of and abide by the rules, the bye-laws and the privacy notice. Members can face suspension and/or termination of membership if their guests violate the rules, the bye-laws and/or the privacy notice.
- 19.2 A member introducing guests will be responsible for ensuring full and prompt payment of the cost of all items consumed, ordered and/or used by their guests.
- 19.3 Guests may not remain in the club once the sponsoring member has left the club premises or departed to their hotel bedroom.

20. MEMBERS' PROPERTY

Property entrusted by a member or their guest(s) to a member of club staff for safe custody or for any other purpose, or left on the club's premises, shall be entirely at the member's/guest's (as appropriate) own risk, and neither the company nor the club nor any employees of the club or the company (when acting in the course of their employment) shall be liable for any loss of, or damage to, such property or for any consequential loss or damage of any description.

21. RECIPROCAL ARRANGEMENTS

The company shall be empowered to negotiate arrangements with other similar membership clubs on such terms as it thinks fit to enable members to avail themselves of the facilities of any such club in return for such club making available its facilities to members.

22. RECIPROCAL MEMBERS

- 22.1 All members of clubs in respect of which reciprocal arrangements have been made pursuant to rule 21 above ('reciprocal members') may

use the club in accordance with the terms of their club's respective reciprocal arrangements agreement in place with the club.

- 22.2 Written confirmation from the reciprocal member's home club must be received 48 hours in advance of the reciprocal member being entitled to use the club.
- 22.3 A reciprocal member may use the club in accordance with the individual club's agreement in place with the club.
- 22.4 All reciprocal members shall be bound by the rules and any bye-laws of the club.
- 22.5 A reciprocal member may bring guests to the club upon the same terms as full members.
- 22.6 Reciprocal members must provide proof of their membership of the relevant reciprocal club and they must sign in the admission book details of such membership provided at the front desk at the club and must provide the name(s) of any guest(s).

23 . COMPLAINTS

- 23.1 All complaints shall be made in writing to the Secretary.
- 23.2 A member shall not personally reprimand a member of club staff or any other member or guest.

24 . EXHIBITIONS & CLUB EVENTS

- 24.1 On the occasion of any organised exhibition or event, exhibitors, persons accompanying them, persons invited by the company or Secretary are entitled to the privileges of membership for the occasion provided that:
 - (a) no one admitted to the club by virtue of this rule may take part in the management of the club or introduce guests;
 - (b) persons admitted to the club under this rule are subject to the same rules and bye-laws as the members; and
 - (c) the exhibition/event must be sanctioned by the company or the Secretary.

25 . ALTERATION OF RULES & BYE-LAWS

These rules and/or the bye-laws may be revoked, supplemented or altered by the company at any time provided that members would be

given 14 days' notice of any such revocation, supplementation or alteration of these rules and/or bye-laws (as appropriate) and each member may terminate their membership before the changes take effect by notifying the company, and they will receive a refund of the proportion of the subscription fee as reflects the unused part of their current membership year after termination.

26. LIABILITY OF THE COMPANY

- 26.1 If the company fails to comply with these rules and/or the bye-laws (as appropriate), it is responsible for loss or damage a member suffers that is a foreseeable result of the company breaking these rules and/or the bye-laws (as appropriate) or failing to use reasonable care and skill, but the company is not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if either it is obvious that it will happen or if, at the time of acceptance of a member's membership, both the company and that member knew it might happen, for example, if the member notified the company during the application process.
- 26.2 Where the company is liable to a member under these rules and/or the bye-laws (as appropriate), other than for failing to provide services with reasonable skill and care, the company's liability is limited to the total subscription fee paid by that member for the current membership year.
- 26.3 The company does not exclude or limit in any way liability to members where it would be unlawful to do so. This includes liability for death or personal injury caused by the company's negligence or the negligence of its employees, agents or subcontractors; for fraud or fraudulent misrepresentation; for breach of a member's legal rights in relation to the services provided by the company.
- 26.4 The company is not liable for business losses. If a member uses the club for any commercial or business purpose the company will have no liability for any loss of profit, loss of business, business interruption or loss of business opportunity.

27. DISPUTES

Any dispute which may arise as to the meaning or interpretation of these rules and the bye-laws or as to the powers of the officers or employees of the company and/or the committee shall be determined by the board, whose decision is final and binding on all members.

28. DISSOLUTION

In the event of dissolution of the company or club, the members shall not have any right to, or claim upon, any property of the company or club, or be required to share in any discharge of its obligations, nor be entitled to any refund/reimbursement of annual subscription.

29. OTHER IMPORTANT RULES

- 29.1 The company may transfer its rights and obligations under the contract (which incorporates these rules and the bye-laws) with each member to someone else. A member needs the company's consent to transfer their rights to someone else and may only transfer their rights or their obligations under these rules and bye-laws to another person if the company agrees to this in writing.
- 29.2 Nobody else has any rights under the contract (which incorporates these rules and the bye-laws) between the company and each member. No other person shall have any rights to enforce any of its terms.
- 29.3 If a court finds any part of these rules and/or the bye-laws illegal, the rest will continue in force. Each of the paragraphs of these rules and the bye-laws operate separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.
- 29.4 Even if the company delays in enforcing the contract (which incorporates these rules and the bye-laws), it can still enforce it later. If the company does not insist immediately that a member does anything it is required to do under these rules and/or the bye-laws, or if the company delays in taking steps against a member in respect of its breaking these rules and/or the bye-laws, that will not mean that the member does not have to do those things and it will not prevent the company taking steps against that member at a later date. For example, if a member misses a payment and the company does not chase that member but continues to allow that member access to the club, the company can still require that member to make the payment at a later date.
- 29.5 These rules and the bye-laws are governed by English law and a member can bring legal proceedings in respect of the services of the club in the English courts. If a member lives in Scotland such member can bring legal proceedings in respect of the services of the club in either the Scottish or the English courts. If a member lives in Northern Ireland such member can bring legal proceedings in respect of the services of the club in either the Northern Irish or the English courts.

3 0 . B Y E - L A W S

The company may make bye-laws for the regulation and management of the club ('bye-laws') and may amend or revoke any bye-laws so made at any time; but no bye-law shall be inconsistent with these rules. In the event of any ambiguity or conflict arising between the terms of these rules and the bye-laws, the terms of these rules shall prevail.

3 1 . B I N D I N G E F F E C T O F R U L E S & B Y E - L A W S

Every member shall be bound by these rules and any bye-laws and every member shall ensure that all guests permitted to attend the club in accordance with these rules and/or bye-laws shall comply with these rules and any bye-laws.

B Y E - L A W S

1 . A D M I S S I O N

- 1.1 Members and guests will be admitted to the members' areas of the club during normal hours of admission. Please note, these are subject to change from time to time.

Normal hours of admission:

Monday: 7.30am – 1.00am
Tuesday: 7.30am – 1.00am
Wednesday: 7.30am – 1.00am
Thursday: 7.30am – 3.00am
Friday: 7.30am – 3.00am
Saturday 8.00am – 3.00am
Sunday 8.00am – 11.00pm

- 1.2 The hotel operates 24 hours a day, but access to the main club areas is limited to those hours as laid out in clause 1.1 of these bye-laws.
- 1.3 The company may determine that on certain days members may not be admitted to the members' areas of the club, including to provide for the closure to the club at Christmas, on bank holidays, staff holidays, for exclusive private hire use by another member, or for any other reason appearing to the company to justify temporary closure.

2 . BOOKINGS

- 2.1 All table reservations must be made through the reservations team.
- 2.2 All bookings and cancellations for club events, private parties and business events must be made through the office of the Secretary.
- 2.3 Places for club events will only be reserved or issued upon receipt of advance payment by credit or debit card.
- 2.4 Refunds in respect of any events, private parties and business events booked by any members will be governed by the relevant contract entered into between the relevant member and the club. In the event that such contract does not contain any provision(s) in respect of refunds, the refunds will only be made if cancellation is received by the office of the Secretary at least 48 hours before the relevant event.
- 2.5 Cancellations within 24 hours of the reservation date may be subject to a cancellation fee as determined by the company from time to time.

3 . CHILDREN

- 3.1 No child under the age of 18 will be admitted to the club unless:
 - (a) the prior permission of the Secretary or manager on duty is obtained; or
 - (b) it is during the weekends or on a bank holiday between the hours of 8.00am – 6.00pm and such child is accompanied by a full member (who is their parent or guardian).
- 3.2 Children are not permitted to stay in the hotel bedrooms, unless the prior permission of the Secretary is obtained.
- 3.3 Children are not permitted to visit Oscuro on the second floor.

4 . CLOAKROOM

- 4.1 Overcoats, umbrellas, briefcases, large portfolios, parcels and bags must be left in the cloakroom without exception and are left entirely at a member's own risk.
- 4.2 Luggage and bicycles are not permitted to be stored in the cloakroom or anywhere else in the club.

5 . CONSUMABLES

Subject to paragraph 6 of these bye-laws, no food or drink shall be consumed in the club or cigars smoked in Oscuro unless purchased from the club.

6. CORKAGE

At present, we do not allow corkage in any of the club's restaurants or bars.

7. DRESS CODE

7.1 Members and their guests must adhere to the club's smart dress code when visiting The Arts Club. The Secretary's decision is final in all matters relating to dress. Members can view the dress code by visiting the club's website: www.theartsclub.co.uk/membership/dress-code/

7.2 Hotel residents must adhere to the club's dress code when visiting the main areas of the club. Dressing gowns and slippers must be confined to the hotel area only. Hotel guests wishing to enter the club whilst in sportswear must use the alternative entrance at 40a Dover Street.

8. DRUGS & ILLEGAL SUBSTANCES

8.1 Non-prescription drugs are not permitted on the club's premises at any time. The consumption, possession and/or distribution of illegal substances by whatever means is strictly prohibited and any member or guest found or suspected to be in possession of such substances will be ejected and reported to the police.

8.2 Any member found guilty of or suspected to be consuming or bringing illegal substances onto the club's premises, or whose guest is found guilty of or is suspected to be guilty of such acts, will have their membership terminated with immediate effect.

9. GAMING

No illegal betting, wagering or game with dice (except Backgammon for no stake) shall take place on the club premises, nor shall any game of hazard or chance be played.

10. GUESTS

10.1 Members may introduce guests who have attained the age of 18 years.

10.2 Only guests who have attained the age of 21 years may have access to Oscuro and Leo's.

10.3 A member may entertain a maximum of 3 guests when visiting the club for drinks, unless a private party or dining reservation has been confirmed in advance with the Secretary.

- I 0.4 A guest entering the club must be accompanied by a member and may not be separated from the member whilst in the club. Guests may not remain in the club in the absence of the host member.
- I 0.5 If a member wishes to introduce more than 3 guests, prior arrangements must be made with the Secretary or manager on duty.
- I 0.6 Members shall make these guests aware of the privacy notice at all times.
- I 0.7 Each guest must be signed in by the host member.
- I 0.8 Guests who arrive at the club in advance of their host member will be seated, but in the event the member does not arrive, they will be asked to leave. Guests must remain with a member for the duration of their visit and may not remain in the club without the host member.
- (a) If any guest in the sole opinion of the Secretary makes excessive use of the club, the Secretary shall have power to direct that such guest is not admitted to the club for such period as the Secretary may determine.
 - (b) Any guest who breaks or does not comply with the rules and/or the bye-laws or who the committee deems unfit to visit the club or where the committee deems that such guest's conduct (in the committee's sole opinion) might be injurious to the character and interests of the character, interests or reputation of the club may be banned from the club premises and no reason will be given.
 - (c) The following may not be admitted as guests at any time:
 - (i) former members who have been expelled or who have been asked to resign;
 - (ii) members who are under suspension; and
 - (iii) guests who have been previously been expelled/removed from the club.
 - (d) Guests are limited to 3 persons per hotel resident, and must be registered at reception upon arrival at the club, providing the duty manager with a valid proof of identification. Guests will be expected to sign in the admission book on the front desk. Under no circumstances will access to the club be granted without prior sign-in.
 - (e) Hotel residents may not be separated from their guests whilst in the club, at any time, and all guests must leave the bedrooms by 1.00am.

11. HOTEL ROOM KEYS

Should a room key be misplaced, a replacement key will be provided upon presentation of identification.

12. LICENSE – SALE & SUPPLY OF ALCOHOL

- 12.1 Intoxicating liquor may be supplied to members and their guests for consumption on or off the premises.
- 12.2 Alcoholic beverages may be supplied to persons attending a private or previously arranged event if a member is present.
- 12.3 The consumption of alcohol will be permitted during the general licensing hours in force subject to such extensions as may be available to the club.
- 12.4 No person under the age of 18 will be supplied with wines or spirits by the club, except in accordance with current licensing laws.

13. MOBILE DEVICES

- 13.1 Laptop computers, mobile telephones and business papers may be used in the club up until 6.00pm (other than in the dining rooms and in Oscuro where such devices and/or papers are not permitted at any time) but not in a manner that might cause a nuisance to other members.
- 13.2 Mobile devices must be set to silent or vibrate mode at all times.
- 13.3 Members or their guests who cause nuisance in such manner will have their equipment confiscated and may be asked to leave the club.

14. NEIGHBOURS & NOISE

- 14.1 In consideration of the club's neighbours, members are required to leave the premises quietly at all times and to ensure the quiet departure of the guests. There is a curfew of 11.00pm in the garden by which time all members and their guests must exit the space and return inside the club premises.
- 14.2 There is a strict 11.00pm curfew on all outside spaces. Any audible noise from balconies that may be considered a disturbance to neighbours of the club will be addressed by the management and the full cooperation of the member or hotel resident is required.

15. PHOTOGRAPHY & VIDEOGRAPHY

- 15.1 The club enforces a strict no photography, no videography and no social media policy. Discretion is important to us and we ask that members are respectful of their fellow members and honour one another's privacy.
- 15.2 No photos or videos may be taken of children or in circumstances which may cause a nuisance to the club or any other member or their guests. Any permitted photos or videos may only be used in accordance with these bye-laws.

16. POST

The company and the club will not accept responsibility for post received or delivered to the club premises. Letters and parcels will not be forwarded to a member's private address or any other address.

17. PRIVACY

- 17.1 The club's privacy notice, which is available on the club's website, sets out the terms on which the club processes any personal data of members (or their guests), or that members (or their guests) provide to the club or company.
- 17.2 The club respects the privacy of its members and their guests and requires that each member and their guests do the same. The club has a strict 'no press' policy. Members and their guests may not disclose, publish, identify or discuss, in any form or any medium (including on any social media, networking or other platform) any matter or event relating to any other member or their guests, or be relating to any private event or member event held at or organised the club, or which was seen or heard in any part of the club (including the nightclub, or the hotel rooms or other areas or facilities), without the express prior written consent of both the company and the members and other individuals concerned in each case.
- 17.3 The identity of members and their guests is strictly confidential. Members and their guests must refrain from identifying any members or their guests without the express prior written consent of both the company and the members and other individuals concerned in each case.

18. DOGS

Only small dogs (with the exception of licensed service dogs or guide dogs for the blind) are permitted in the garden at the weekend between 8.00am and 6.00pm. Dogs must be kept in carriers or on leads at all times. Emotional support dogs are also welcome, please present your certification on arrival.

19. SMOKING

19.1 Smoking is not permitted in any area of the club or the bedrooms save as directed by the club.

19.2 Smoking may be permitted in:

(a) the garden;

(b) on the cigar terrace;

(c) on the Kyubi terrace; and

(d) on hotel bedroom balconies at such times as considered appropriate and always at the direction and discretion of the club.

19.3 Members and their guests are not permitted to smoke on the front step of the club or immediately outside the club.

19.4 The use of e-cigarettes or similar are not permitted within the club.

20. OSCURO

20.1 Only cigar sampling is permitted; no cigarettes, e-cigarettes, vapes or pipes.

20.2 No standing; all members and their guests must be seated.

20.3 There is a first come, first served table policy.

20.4 Only sampling of cigars purchased on the premises is permitted, in accordance with the law. Please ask staff for more information.

20.5 Only cigars purchased on the premises may be kept in the Oscuro cigar keeps. Please ask staff for more information.

20.6 Laptops, tablets and other such devices may not be used in Oscuro. Mobile phones must be set to silent or vibrate, and calls may not be made or received in this area of the club.

40 DOVER STREET
MAYFAIR, LONDON
W1S 4NB
WWW.THEARTSCLUB.CO.UK

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