

THE COLMORE CLUB* **CLUB RULES*

Welcome to THE COLMORE Private Members Club.

FACILITIES

THE COLMORE CLUB
85-89 Colmore Row
Birmingham
B3 2BB

www.colmoreclub.co.uk

General enquiries: info@colmore.co.uk

Members: membership@colmore.co.uk

OPENING HOURS

MONDAY – FRIDAY 10AM – 10PM

SATURDAY 9PM – 2AM

CLOSED SUNDAYS AND BANK HOLIDAYS

THE SOCIAL ROOM

The air-conditioned social room is your home-from-home. Open plan with a subtle and tasteful fusion of traditional & contemporary decor, comfortable seating, feature works of art, multi-media entertainment and fully stocked bar for use by members and their guests with full waiter service. The room is also equipped with free wifi.

THE STUDY

This peaceful, tranquil & intimate space comes complete with a library, electronic books & compact bar, finished in traditional oak & leather Chesterfields. The STUDY can also be hired for private use, free of charge. (by members only, subject to availability and conditions)

Its versatility holds no bounds from intimate business meetings to product launches. Dinner party, Wedding breakfast, Birthday celebration or a Christmas party.

When not being used for private hire, it is available for use by members and their guests. The room is equipped with AV and free wifi.

For fax and printing facilities, please speak to one of our reception team who will be happy to assist you.

Private Hire Conditions:

1. Minimum occupancy is 14 persons
2. Maximum occupancy is 60 persons
3. A minimum spend of £20 per head applies
4. Private bookings are limited to 2 hours maximum (Mon-Fri 9am-6pm)
5. Bookings are taken on a first come first serve basis
6. A non refundable deposit of 50% of minimum spend is required to secure booking

THE KITCHEN

Our chef will serve the Bar snacks, Afternoon tea & Grill Menus 10am-9pm Mon-Fri. Members and their guests are welcome to complimentary snacks 10am – 10pm daily. Members and their guests are not permitted to enter the kitchen.

CLUB ETIQUETTE

ENTRY

On arrival, members must present their membership card, identify their permitted guests - Who must also show identification & sign in.

MEMBERSHIP CARDS

Membership cards are used to gain access to the Club. They should be carried at all times and presented to the management, if requested.

Membership cards are not transferable. If you misuse your membership card, your membership may be revoked. If you lose it, please contact the concierge or the membership office immediately.

GUESTS

If your guests are likely to arrive before you, please notify reception in advance. Members are responsible for their guests while they are on the premises. If your party contains more than eight guests or members and is not a private event, you will be required to inform the reception prior to your arrival. For private functions, please submit guest lists at least 48-hours prior to the event. No guest under the age of 21 will be allowed entry into the Club unless by prior arrangement.

ELECTRONIC DEVICES

All devices (including MP3 players mobile phones and laptops) must be on SILENT at all times in THE STUDY (unless private function). Members are responsible for ensuring that their guests are aware of this policy and we would kindly ask you to leave THE STUDY when receiving calls. The COLMORE CLUB wifi code will be provided by reception upon request.

DRESS CODE

All members and guests must be appropriately dressed.

Men can wear suits, tailored jackets, shirts, round/v neck tops, trousers, smart jeans and shoes in any combination providing they keep an overall smart or casual smart appearance. However Tracksuit tops/bottoms, shorts, sports trainers, sandals & hats are not acceptable.

Women can wear suits, tailored jackets, blouses, round/v neck tops, trousers, skirts, dresses, shorts, smart jeans and shoes in any combination providing they keep an overall smart or casual smart appearance. However Tracksuit tops/bottoms, sports trainers, flip-flops & sports hats are not acceptable.

The Club's dress code must be adhered to by everyone entering the club. Failure to comply may result in admission to the Club being refused to members and/or guests.

THE CLOAKROOM

The cloakroom is in the reception area on the lower ground floor. We accept coats and bags for safekeeping. Sports bags, Rucksacks & Suitcases are not permitted in the club and must be checked in to the cloakroom upon arrival. The Club will not be held responsible for loss/damage to any property/luggage. Lost property will be held for a maximum of three months before being donated to charity.

BILLS

All bills must be settled in full before leaving the Club. Members are responsible for any outstanding bills incurred by their guests.

CONTACT DETAILS

Please inform the Membership office if your contact details (email and postal address) change. This can also be done through our website www.colmore.co.uk or by writing to The Membership Secretary at *THE COLMORE CLUB, 85-89 Colmore Row, Birmingham, B3 2BB.* or email membership@colmore.co.uk

MENUS

Menus are subject to change. You may view our current menus on our website. Please note that all prices are inclusive of VAT and are subject to change at the discretion of the management.

PRICES

Prices are subject to change and can vary in different areas of the club.

CLUB EVENTS

The COLMORE'S marketing team host an ongoing members events programme. Each event is tailored and each month sees something new fitting into the social calendar. Suggestions are most welcome & must be submitted to the membership secretary. Please read our monthly newsletter to get the most out of your club.

CLUB CONDUCT

Members should treat fellow members and staff with the same level of civility and respect as they would wish to be treated themselves. Any member who wilfully removes, damages or destroys any property belonging to the Club, its members or guests on the premises, will be liable to expulsion.

CONFIDENTIALITY

Members' information will be held in the strictest confidence by THE COLMORE CLUB. In particular, the communication of information concerning the Club or its members to the media is not permitted and is a disciplinary offence.

RECIPROCAL ARRANGEMENTS

From time to time, The COLMORE CLUB may enter into reciprocal arrangements with other clubs and bodies on agreed terms. Any such arrangement may be terminated or modified by The COLMORE CLUB.

CAMERAS, RECORDING EQUIPMENT

Except at private functions, no cameras or recording equipment may be used whilst in the Club.

ANIMALS

No animals, except guide dogs, are allowed in the Club.

COMPLAINTS

All members' complaints should be put in writing to the General Manager or membership secretary.

SUGGESTIONS

Any member who has a suggestion on how the Club may be improved is welcome to submit their comments in writing to the general manager or membership secretary.

LIABILITY OF THE MANAGEMENT

The management and its employees are not liable to any member or guest of a member for any loss, damage or injury suffered by them or their property howsoever caused, save in respect of death or personal injury to a member or guest caused by the negligence of the management.

INTERPRETATION OF THE RULES

In the event of any dispute arising as to the meaning or interpretation of these Rules, the matter should be referred to the management, whose decision shall be final.

AMENDMENTS TO THE RULES OF THE CLUB

These Rules may be changed, varied or revoked by the management and any change, variation or revocation of the Rules shall be deemed to have been brought to the notice of the members provided that a copy thereof is duly posted on the Club website for a period of three days. All Rules are binding on the members.

RULES

THE NAME AND ADDRESS OF CLUB

The name of the Club is The COLMORE CLUB whose offices are situated on the premises.

CONSTITUTION

The COLMORE CLUB is constituted to provide food & drinks and other amenities for ladies and gentlemen of good standing in society and for the furthering of non-political, social and legal recreational activities.

MEMBERSHIP

There are seven categories of membership: Patron, Corporate, Honorary and Executive E1, E2, and E3. The membership committee has full discretion on who is eligible to become a member. All memberships give full access to the Club. Corporate rates shall be applicable to companies that enrol six or more members simultaneously. Every member agrees to abide by the Rules of The COLMORE CLUB upon acceptance as a member. No one under the age of 21 shall be eligible for membership.

APPLICATION PROCEDURE

1. **The candidate must be nominated by a current member. The proposer is responsible for the candidate and must ensure that the candidate has visited the Club as a guest and understands the Clubs criteria and requirements.
2. The completed application form should be sent through to the membership secretary who will verify the applicant and countersign their application.
3. The application will be considered by the membership committee within one month.
4. When the Club has reached its capacity, applicants will be placed on a waiting list.
5. No reason will be given for refusal of an application.

**(waived for 2015 applications only)

MEMBERSHIP PAYMENTS

- Payment will only be requested AFTER your confirmation of membership.
- Cheques and electronic payments are accepted.
- Cash is not accepted.
- Full membership fee must be paid annually in advance.
- Membership pack will be forwarded on receipt of cleared funds.
- Full payment details will accompany the payment form.

MEMBERSHIP FEES

The fees for all categories of membership shall be determined annually by the membership committee. Subscriptions should be paid prior to the renewal date. Any member whose subscription has not been paid within one month of the due date shall cease to be a member. The management shall have power to restore their membership on receiving a satisfactory explanation. Members will be required to pay a re-joining fee should their membership lapse.

RESIGNATION

Any member wishing to resign his/her membership may do so at any time by writing to the membership secretary. Any member who resigns during the course of the membership shall not be entitled to receive a refund of their subscription. If the resignation notice is received after the due date the member is liable for the next year's subscription. Resignations are only valid from the date on which the membership secretary acknowledges in writing to the member, receipt of their request to resign. Should a member wish to reinstate their membership they will re-incur the joining fee.

ADMISSION TO THE CLUB PREMISES

The management reserves the right to refuse any member or guest of a member admission to the Club with or without giving reason at their absolute discretion. If management considers that any member's or their guests' conduct either inside or outside of the Club premises is contrary to the interests of the Club, the Club may expel the member from the Club premises and/or terminate that member's membership without giving any explanation or refund of any membership or admission fee.

DISCIPLINARY PROCEDURE

1. Any omission from or inaccuracy in the particulars relating to the description of any candidate for membership may render their election void.
2. Complaints from members of misconduct or misbehaviour should be made in writing to the General Manager or membership secretary of the Club who will investigate the incident.
3. Conduct that is prejudicial to the reputation and character of the Club may result in expulsion. Such conduct may include violent or abusive behaviour, the communication of information concerning Club affairs or members or their guests to the media.
4. On disciplinary matters, the management will have the power to call for further evidence on paper or in person from persons involved in the incident. The decision of the management shall be at its sole discretion. Its deliberations shall be in the strictest confidence and no reasons shall be issued for any decision.
5. An expelled member shall cease to be a member when the decision is communicated. He or she may not return to the Club as a guest.
6. No member or guest shall use, ingest, possess or distribute illegal drugs while on the Club's premises.
7. Members will be responsible for their guests' behaviour.
8. In case of membership being cancelled or rescinded, no subscription will be returned to the member. The member will not be allowed access to the Club even as a visitor. The Club is not bound to submit reasons for membership cancellations and the decisions of the management are final and binding.
9. The supply of intoxicating liquor will be permitted in the Club during the general licensing hours for the district subject to any extension for the time being granted by the licensing authority.
10. These Rules may be added to or altered by resolution of the management. The management shall also have the power to alter any existing Rule or to make any new Rule. They may from time to time make, vary and revoke Rules not inconsistent with these Rules for the regulation of the internal affairs of the Club and the conduct of the members. All Rules shall, until revoked by the management, be binding on the members.

DATA PROTECTION

Under the data protection act 1998 we have a legal duty to protect any personal information we collect from you. We will only use personal information you supply to us for the reason that you provide it. We will not pass your information to any other parties.