



**CENTURY**

## **CENTURY CLUB RULES**

Century Club is a vibrant Private Members Club offering three restaurants, five bars, private meeting rooms, screening and live entertainment facilities and Soho's largest Roof Terrace spread across five floors for the convenience and exclusive use of its Members and their Guests.

### **Membership Categories:**

All memberships consist of an initial 12 month commitment, after which they convert to a rolling Annual contract. The joining fee and subscription rates for all categories of membership are subject to change from time-to-time at the discretion of Century Club.

There are five categories of membership:

#### **Annual Membership**

All Annual Memberships allow exclusive access to the club. Annual Members have been approved from applications or proposals. A yearly subscription will be levied and there will be a joining fee.

#### **Out of Town Membership**

Out of Town Members live and practice their business outside of London for more than 75% of any calendar year. Out of Town Members must be able to demonstrate that they have a permanent address outside London. They must not have either a residential address or a place of business within Greater London. Evidence of the above may be required. A yearly subscription will be levied and there will be a joining fee.

#### **Under 30's Membership**

Under 30s membership is non-transferable and will convert to the individual's applicable rate when the member reaches their 30th birthday or at the time of the first anniversary of their membership where the member turns 30 during their initial 12 months of membership.

#### **Overseas Membership**

Overseas Members live and practice their business abroad for more than 75% of any calendar year. Overseas Members must be able to demonstrate that they have a permanent address outside Great Britain. They must not have either a permanent residential address within the country. Evidence of the above may be required. A yearly subscription will be levied and there will be a joining fee.

#### **Group Membership**

Group Memberships are available when the Century Club invites four or more individuals from the same organisation to join simultaneously.

Group memberships are issued to the named individuals that apply, rather than to the organisation as a whole.

Group membership requires a minimum of four named individuals to be attached to the Group membership records at all times. Where the number of individuals falls below this level, the Group membership will be terminated and the remaining members will be offered to join the Club as individuals and charged at their applicable individual rate with a joining fee applied as appropriate.

Group memberships are transferable between individuals of the same organisation. Notice will need to be given to Century Club in writing of the proposed transfer and a new application will need to be made. It is the responsibility of the organisation to notify their employees of any changes to their Group membership.

Please enquire by contacting the Head of Membership for more details.

### **Application Process:**

All applicants must be over 18.

1. Potential Members must fill in the Application Form in full. The form must then be signed and sent to the Head of Membership [Claire@centuryclub.co.uk](mailto:Claire@centuryclub.co.uk) , or by post to **Membership, Century Club, 61-63 Shaftesbury Avenue, London, W1D 6LG.**
2. The Application will be reviewed. It is helpful for candidates to have a proposer who is an existing member and priority will be given to an application made with a proposer.
3. The prospective member will then be contacted by the Head of Membership and an informal meeting will be arranged and a tour of the club will take place.
4. **If your application is successful you will be notified at the end of the meeting and the registration fee and initial membership subscription will be payable in full by credit or debit card. Future subscriptions will be collected by Direct Debit.**
5. A Century Club Membership pack will be sent by post within 7 working days, or can be collected from Reception.
6. Should the membership list be closed at the time, due to the Club reaching full capacity, the applicant will be placed on the waiting list.
7. No reason will be given for refusal of an application.
8. The management has full discretion on who is eligible to be a member.

### **Membership payments**

**A registration fee and initial membership subscription will be payable in full by credit or debit card. Future subscriptions will be collected by Direct Debit.**

Annual subscriptions may increase, but such increase would be subject to a three-month notice period.

After the initial 12 months of any member's membership, membership continues on an annual rolling contract. Membership may be suspended if payment is not received in a timely manner. Century Club reserves the right not to invite any member to continue their membership after their initial 12 month period of membership has been completed and is

under no obligation to provide a reason for their decision. Membership is also subject to termination as stated elsewhere in these Rules.

### **Resignation**

Any member wishing to resign must do so in writing or via email ONE MONTH prior to their membership expiry to Century Club's Head of Membership. Century Club will give notice in writing or via email of termination of any member's membership. Where membership is terminated by way of resignation, expiry or other form of termination, previously paid membership fees will not be refunded to the member unless agreed otherwise by Century Club. In all cases any Joining Fee paid is non-refundable.

Membership subscriptions are based on an Annual rolling contract after the first 12 months of membership have been completed.

### **Membership cards**

Membership cards are used to gain entry to Century Club. Members are required to carry their membership card at all times while at Century Club and present them on request. Membership cards may only be used by the member and are non-transferable. Allowing another person to use one's membership card may result in termination of membership. Any lost or stolen membership cards must be immediately reported to the Club and will be cancelled and a replacement card will be issued

### **Guests**

Members must be present in the Club for their guests to gain admission and/or use the facilities. Every member is allowed 4 guests over the age of 18 (unless by prior arrangement with the Club).

Reception must be informed of all guests' names. Members must sign in their guests on arrival. Guests will be asked to wait at Reception unless accompanied by a member or given prior approval to enter the Club. Members are ultimately responsible for the behaviour of, and will be financially liable for, their guests and for all facilities used by them at the Century Club.

### **Bills**

Members must settle their bills before leaving Century Club premises. Guests may also settle bills. In the case of unpaid accounts or disputes, the outstanding amount will be the responsibility of the member who signed the guest(s) into the club. Century Club reserves the right to refuse entry to any member with outstanding monies owed to Century Club. Any member who fails to settle their bill within 30 days will have their membership suspended until the outstanding balance is cleared. At the discretion of Century Club, formal action may be taken to recover any outstanding amount owed by a member and membership to the Club will be terminated.

### **General behaviour**

Whilst on Century Club premises, members shall in all times act in a manner that is respectful and courteous towards other members, guests, Century Club staff members, and all other third parties. Members shall not act in a manner that is in any-way abusive, harmful or offensive to such persons.

Whilst on the Century Club premises, the member must at all times comply with instructions given by security and other personnel of Century Club.

Members accept that Century Club has a reputation to uphold, and shall not act in a manner that could, in the opinion of the management, bring Century Club into disrepute. The Head of Membership will consider any complaints as a possible infringement of the rules of Century Club. All complaints will be dealt with in the strictest of confidence. Any member found to be in infringement of the rules of the Century Club will be asked to provide an explanation to the Head of Membership.

Complaints of misconduct should be made in writing to the Head of Membership. Conduct that is prejudicial to the reputation of Century Club may result in expulsion.

Such conduct includes but is not limited to:

- Violent or abusive behavior;
- Any breach of Century Club drugs policy
- Any unauthorised disclosure of information concerning Century Club, its members, or their guests (including but not limited to their personal or business affairs).

The Head of Memberships decision is final and no explanation need be given. Should membership be terminated, the person may not return to Century Club. Any refund of any fees in respect of the terminated membership will be at the sole discretion of Century Club.

### **Drugs policy**

Century Club operates a **zero tolerance** drugs policy. Neither members nor their guests may carry, or consume, illegal substances whilst at Century Club. Any person breaching this policy will be asked to leave Century Club immediately and, in the case of members, their membership may be terminated (in accordance with the disciplinary procedure). Members are responsible for their guests' behaviour; the member that signed in a guest found to be breaching the drugs policy will also be subject to the Century Club's disciplinary procedure.

### **Contact details**

Please inform the Membership Team if your contact details change

### **Member Events**

Century Club hosts a range of Member Events, details of which are shared in the Club newsletter and can be found in the "What's On" section of the website. Century Club asks members to be mindful towards other members when booking into members' events. Should a member need to cancel or amend their booking, they should do so in a timely fashion to allow other members the opportunity to attend. The Reception Team should be contacted with regards to all queries relating to booking into members' events.

### **Partners**

Century Club has a range of Partnerships and Member Benefits - contact the Membership Team for more information.

**Animals**

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

**Electronic devices**

Members are asked to restrict phone usage to the vestibules and are responsible for ensuring their guests are aware of this policy.

The Century Club Wifi code will be provided by reception on request.

**Dress code**

For health and safety, Members are asked to not wear flip flops.

**Complaints**

Any complaints are to be out in writing and sent to the General manager.

**Liability**

The management and employees are not liable to Members or guests for any loss, damage, or injury suffered by them or their property, save in respect of personal injury caused by negligence of the management

The Club operates a cloakroom where coats and bags can be kept for safekeeping. The Club will not be held responsible for any loss or damage to any property or luggage left in the cloakroom or otherwise.

**Data Protection**

Under the data protection act 1998 we will not pass your information to any other parties.