



## HONOURABLE ARTILLERY COMPANY

### ARMOURY HOUSE RULES

#### 1. INTRODUCTION

These Rules are published for the guidance of all who use Armoury House. Members are expected to see that their guests also conform. Please bring any shortcomings in these rules to the attention of the Chief Executive.

#### 2. ACCESS

a. The security barrier at the City Road entrance is always manned. Members must, when requested, show their membership cards to the Security Guard. Members must identify accompanying guests to the Guard.

b. Except for the Christmas-New Year break and the Easter weekend, the communal elements of the House are open daily until the last members leave. The detailed availability of rooms is given below.

#### 3. USE OF ROOMS

a. **Sutling Room** – Only members of the Company and their guests may use the Sutling Room. Guests, in this context, include official guests of the Regiment. The bar in the Sutling Room is normally open on Monday to Friday from 1130–1500 hours and from 1700–2100 hours. On Tuesdays and Wednesdays, which are training nights, it is open to 2300 hours. Arrangements can be made to open the Sutling bar at other times but, normally, a charge will apply.

b. **Writing Room** – Only members and their guests may use the Writing Room

c. **Drum Room** – The Drum Room may be used by members, their guests and Corporate Diners.

d. **Court Room** – The Court Room is available as allocated for Company, Regimental and other functions Food service is restricted within this room.

e. **Long Room** – Members are welcome to bring guests for lunch in the Long Room. One member to each five guests must be present in the buffet section, or one member to each table of ten guests in the a la carte section.

The maximum number for lunch at an à la carte table is 10. At the buffet end, on occasion a group of 18 can be accommodated, if booked in advance. The Company office restricts the total number of bookings for the buffet to allow one complete table of 22 to be available for casual use.

Corporate Diners are restricted to à la carte meals only.

The Sutling Table, which will be marked, is provided for those who wish to meet other members. No brief cases, working papers or overcoats are allowed in the Long Room during lunch.

**f. Ante Room** – The Ante Room can be booked for private use for events. On occasion the restaurant may be relocated to the Ground Floor to accommodate a member event within the Long Room. The Ante Room then serves the buffet.

**g. Queens Room** – The Queens Room can be booked for private use for events. On occasion the restaurant may be relocated to the Ground Floor to accommodate a member event within the Long Room. The Queens Room then serves the a la carte.

**h. Access** – Occasionally, both the Long and Medal Rooms are in use for functions. It is then necessary to ask members and guests to use the Queens corridor stairs to gain access to the Sutling and Writing Rooms.

#### 4. DRESS

**a.** Gentlemen shall wear ties and tailored coats and acceptable trousers with appropriate shoes. Ladies should wear dresses, or skirts or trousers worn with blouses. Blouses may be sleeveless. Religious, traditional or national dress, or service uniform, is permitted. However, the following items of clothing are prohibited: jeans and their close relations, leggings, jodhpur-style trousers, t-shirts, track suits, training shoes, plimsolls, denim clothing and overalls.

**b.** Gentlemen are to wear a jacket and tie in the House except when a notice in the Hall during hot weather authorises shirt-sleeve order in the Long Room. In this case, short sleeves and display of braces is not permitted. Ladies are expected to maintain a similar standard.

**c.** Casual dress may be worn for breakfast by those staying in the bedrooms.

#### 5. MOBILE TELEPHONES

These are to be kept switched off in the House, except that they may be used in the cloakroom, in the public telephone areas, in the Company office and bedrooms, and in the Library when not in use.

#### 6. CONDUCTING BUSINESS IN THE HOUSE

For formal business and meetings, members should book a room. The informal conduct of business, including the use of papers, is permitted, but not at the lunch table.

## 7. TIPPING

It is not the custom to tip employees of the HAC. Members who wish to show appreciation are invited to contribute to the Staff Christmas Fund. This Fund does not, however, cover the catering staff. A service charge is not made on menus and tipping is not expected but members may, on occasions, tip the catering staff.

## 8. REGIMENTAL FIRE

Regimental Fire may be given and received by non-Regimental members. Silent Fire, which is given when the recipient is not a member of the Company, may also be given by non-Regimental members.

*NOTE: Commercial clients may set up a reception table in the hall up to 1130 hours. Clients may install small localised signage and branding in the areas directly outside the room being hired.*

### **THE RULES FOR CAR PARKING AT ARMOURY HOUSE**

1. It is the Company's policy to try to provide parking for members at Armoury House on every possible occasion. There are times, however, when there is only restricted space available. This is particularly so when:
  - a. The Regiment is rehearsing or forming up for a parade.
  - b. Marquees are being erected on, or being removed from, the Artillery Garden.
  - c. When the HAC Summer terrace is on the hard-standing.
3. The following charges apply for parking at Armoury House,

<b>Daily Rate (1)</b>	<b>Cars (4)</b>
Arrival before 1100 hrs	£8.00 (2)
Arrival after 1100 hrs	Free
<b>Quarterly Rate</b>	
Active Unit	£200 (2)
Veterans	£300 (2)
Bunhill Row Residents (3)	£140 (2)
Commercial	From: £750 + VAT

- Notes:
1. *Weekdays only, there is no charge for weekend parking.*
  2. *Charges are inclusive of VAT unless specified.*
  3. *Bunhill Row Residents may opt for normal charges for those occasions that they use the Car Park.*
  4. *There is generally no charge for motorcycles but members found using the hardstanding as a storage area for their motorcycles for long periods will be charged at a rate to be directed by the Sutling Committee.*

4. The Security Guard will check all cars and motorcycles in the Car Park at 1100 hrs. All members whose cars are parked at this time will be charged a full day's parking rate. (Those who are at Armoury House on Company business, for example for a P&M parade, and will be parked at 1100 hrs, should inform the Security Guard. They will not then be charged.)
5. There will be no charge for members who are disabled **and** are displaying a "Disabled Badge". Simply having a disabled badge on the car will not give the automatic right to free parking.
6. These rules will apply to those using the bedrooms and intending to park their cars at Armoury House.
7. Members of the Active Unit will be granted free parking on six training days in each calendar month. This is intended to cover attendance for training. They will be charged at the normal rate for any days in excess of six. If any member of the Active Unit considers that he or she is required to attend in excess of six days for training, he or she may make a retrospective application to the Adjutant or, in the case of the CSC, to the CSC Detachment Commander, for a waiver of charges. Waivers, appropriately signed, will only be accepted up to 30 days after the issue of bills.
8. The Sutling Committee reserves the right to bar from parking at any time, those members who infringe these rules or are in excess of 30 days overdue on their parking payments.
9. Members are reminded that the Company takes no responsibility for damage caused to vehicles parked at Armoury House. Members are also reminded that they must leave their car keys in the car or with the Security Guard as it may be necessary to relocate cars on the hardstanding during the day.