



MEMBERS' ACCOMMODATION, 24 OLD BUILDINGS

Checking in

Check in is from **3.00pm onwards**.

On arrival at the Inn, please go to the gatehouse at the main entrance to collect the keys. The gate is manned 24 hours a day.

Along with the keys to your flat you will receive a leaflet with the access code for 24 Old Buildings and a key fob which allows 24hr access through the pedestrian gates at 1 Stone Buildings and 1 Old Buildings onto Chancery Lane.

Checking Out

Check out is by **10.00am** on the day of departure. Keys must be returned to the gatehouse to avoid charges for lost or misplaced keys.

Luggage may be left at the gatehouse on the day of departure but must be collected the same day.

Payment

Full payment is required in advance by credit or debit card to confirm the booking. (Amex & Diners club cards are not accepted)

Cancellation

If you wish to cancel a booking you must notify us by phone on 0207 693 5138 or by email: memberevents@lincolnsinn.org.uk , no later than 2.00pm on the working day prior to your booking to avoid full charge.

Cancellations cannot be made with the gatehouse or any department other than Catering.

Refunds will be processed to the original card the booking was made under only.

Parking

While staying in the accommodation parking is free overnight from 6.00pm until 8.00am, then charged at the rate of £5.00 per hour or £20.00 per day for the duration of the stay. Tickets and parking fees should be paid separately at the Gatehouse on departure. Please note that during the development works, parking in the Inn is limited and cannot be reserved in advance.

Access

Please be aware that the flat is on the 4th floor. There is a lift as far as the 3rd floor then two flights of stairs up to the flat. The Inn is not able to provide assistance with carrying luggage.

In the flat

You will find tea, coffee, sugar and UHT milk in the kitchen.

Towels and complimentary shampoo, conditioner and shower gel are all provided. There is no hairdryer in the flat.

An iron and ironing board are provided.

The flats all have a WiFi connection, the log in and password details will be available on arrival.

Smoking

A no smoking policy operates in the flat. An additional cleaning charge will apply if there is evidence of smoking in the flat.

Children & Pets

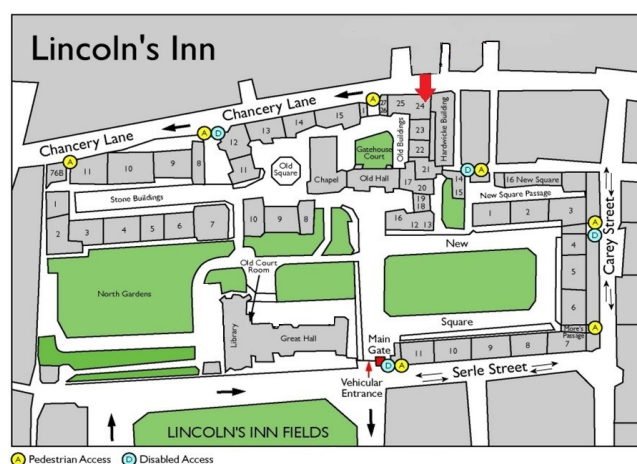
Neither Children or Pets are permitted in the flat.

Damages

The Inn reserves the right to seek reimbursement for any repairs, replacements or extra cleaning costs that occur as a result of the actions of the occupant(s).

Booking policy

Please see booking terms and conditions.



INFORMATION ABOUT THE DEVELOPMENT WORKS

Major works to the Library, Great Hall and Eastern Terrace are taking place until early 2018. For full details please see our dedicated website:

<http://www.lincolnsinndevelopment.co.uk>

These maps show relocations and changes to access during the development works.

