

# Members' Overnight Accommodation

## Flat 1, 2, 3 & 4, 24 Old Buildings Booking Terms & Conditions

### Tariff

- £190.00 inclusive of VAT per night for Flat 1,2 & 3. £220.00 inclusive of VAT for Flat 4 (Monday – Thursday).
- £500.00 inclusive of VAT x3 night weekend stay for Flat 1,2 & 3 (Friday, Saturday & Sunday) and £590.00 inclusive of VAT for x3 night weekend stay for Flat 4 (Friday, Saturday & Sunday).
- £950.00 inclusive of VAT weekly stay for Flat 1,2 & 3 and £1,100.00 inclusive of VAT for Flat 4 (i.e., Monday – Sunday, Check out at 10:00 on the following Monday.)

### Booking Policy

- Accommodation is available to **Bench & barrister members** only of any inn. Overnight accommodation is not available for student members.
- Accommodation is not available over Bank holidays and Inn's closure periods (Easter & Christmas).
- Our weekend bookings require a minimum stay of 3 nights, with check-in on Friday and check-out on Monday.
- Bookings can be taken for a maximum occupancy of 28 consecutive days.
- Booking requests are to be made by telephone (0207 693 5138) or by email: [memberevents@lincolnsinn.org.uk](mailto:memberevents@lincolnsinn.org.uk)

### Non-Members

- Bench and barrister members of Gray's Inn, Inner Temple and Middle Temple may book the accommodation up to 3 weeks in advance of their stay.
- Bookings cannot be taken from those who are not a member of an Inn of Court.

### Payment

- Full payment is required in advance by credit or debit card to confirm the booking.

### Cancellation Policy

- Members wishing to cancel their booking must notify the Catering office by email: [memberevents@lincolnsinn.org.uk](mailto:memberevents@lincolnsinn.org.uk), no later than **14:00 one week prior to their booking** to avoid full charge.
- The Catering office hours are Monday to Friday, 09:00 to 17:00.
- Refunds will be processed to the original card the booking was made under only.
- **Cancellation cannot be accepted with the Gatehouse or any other department.**

### Check-In & Departure

- Check in from **15:00 onwards of the day of arrival** at the gatehouse, early check-in is not available.
- Check out by **10:00** on the departure morning. Keys must be returned to a member of the gatehouse team.

- Along with the keys to your flat you will receive a leaflet with the access codes for 24 Old Buildings and a key fob which allows 24hr access through the pedestrian gates at 1 Stone Buildings and 1 Old Buildings.
- You are responsible for your key fob. If this is lost or unreturned to the gatehouse this is chargeable.
- Please note that luggage cannot be left.
- Maximum occupancy is 2 persons (one double bed provided), in Flat 1, 2 & 3. Flat 4 has a maximum occupancy of 3 persons (one double bed and one single bed).

### Access

- Please be aware that the flats are on the fourth floor. There is a lift to third floor then two flights of stairs up to the flat.
- The Inn is not able to provide assistance with carrying luggage.
- Due to the age and characteristics of the building, we don't have any disabled access.

### Children

- Children are welcome but must not be left unattended at any time. Please be aware there are no pull-out beds available in any flats. A travel cot is available upon request, subject to availability. Please ensure you request this prior to your arrival by emailing [memberevents@lincolnsinn.org.uk](mailto:memberevents@lincolnsinn.org.uk)

### Pets

- Pets are not permitted in the Inn's accommodation.

### Parking

- Parking is free overnight from 18:00 until 08:00, then charged at the rate of £5.00 per hour or £25.00 per day for the duration of the stay. Tickets and parking fees should be paid separately at the Gatehouse on departure. Please note that parking is available on a first come first served basis and at the discretion of the gatehouse. Parking cannot be pre-booked.

### Smoking

- Smoking of any kind including, but not limited to cigarettes, e-cigarettes, vapes, cigars is strictly prohibited in the flat. Additional cleaning charges will apply if there is evidence of smoking in the flat.

### Damages

- The Inn reserves the right to seek reimbursement for any repairs, replacements or extra cleaning costs that occur because of the actions of the occupant(s).
- The Inn accepts no responsibility for any damage caused to, the loss or safety of any personal property belongings.

### Emergencies

- In the event of a Fire alarm or emergency, the Inn reserved the right to enter the flat.

*The Inn reserves the right to change the terms and conditions at any time before your booked date. If these change before your booking, you will be informed in writing. Terms and Conditions are correct as per September 2024.*