



THE FOREIGN CORRESPONDENTS' CLUB, HONG KONG

North Block, 2 Lower Albert Road, Central, Hong Kong

香港外國記者會 香港中環下亞厘畢道二號北座

TEL: (852) 2521 1511 FAX: (852) 2868 4092 EMAIL: membership@fcchk.org

APPLICATION FOR MEMBERSHIP

I have read the attached information sheet for prospective new members and wish to apply to join the Foreign Correspondents' Club, Hong Kong as a:

- | | |
|---|--|
| <input type="checkbox"/> Correspondent Member | <input type="checkbox"/> Journalist Member |
| <input type="checkbox"/> Associate Member | |
| <input type="checkbox"/> Diplomatic Member | <input type="checkbox"/> Corporate Member |

2 photos of
principal
card holder

2 photos of
spouse card
holder

Family Name	Mr / Mrs / Ms / Miss	Given Name (s)																							
Date of Birth	dd mm yyyy	Nationality		Sex																					
HKID		Passport No																							
Employer																									
Occupation																									
Or are you?	<input type="checkbox"/> Freelance <input type="checkbox"/> Retired <input type="checkbox"/> Self-Employed																								
Hong Kong Office		Hong Kong Home																							
Address		Address																							
Mobile		Home Tel																							
Business Tel		Email																							
Email																									
<u>Send Statement To (please ✓ one)</u> <input type="checkbox"/> Residential Email (<i>electronic statement</i>) <input type="checkbox"/> Office Email (<i>electronic statement</i>) <input type="checkbox"/> Residential address (<i>paper statement</i>) <input type="checkbox"/> Office address (<i>paper statement</i>)		<u>Flyer Sent To (please ✓ one)</u> <input type="checkbox"/> Residential Email <input type="checkbox"/> Office Email <input type="checkbox"/> None																							
Media Focus <i>for Correspondents & Journalists</i> <input type="checkbox"/> Newspaper <input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Magazine <input type="checkbox"/> E-Publication <input type="checkbox"/> Wire Service Other please specify...																									
Industry Focus <i>for everyone (please ✓ all that apply)</i> <table border="0"><tr><td><input type="checkbox"/> Accountancy</td><td><input type="checkbox"/> Banking</td><td><input type="checkbox"/> Civil Service</td><td><input type="checkbox"/> Corporate Communications</td><td><input type="checkbox"/> Education</td></tr><tr><td><input type="checkbox"/> Engineering</td><td><input type="checkbox"/> Investment Management</td><td><input type="checkbox"/> Law</td><td><input type="checkbox"/> Management Consultancy</td><td><input type="checkbox"/> Medical</td></tr><tr><td><input type="checkbox"/> Property</td><td><input type="checkbox"/> Recruitment</td><td><input type="checkbox"/> Research</td><td><input type="checkbox"/> Retail</td><td><input type="checkbox"/> Shipping</td></tr><tr><td><input type="checkbox"/> Travel</td><td><input type="checkbox"/> Trading & I/E</td><td colspan="3"></td></tr></table> Other please specify...						<input type="checkbox"/> Accountancy	<input type="checkbox"/> Banking	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Corporate Communications	<input type="checkbox"/> Education	<input type="checkbox"/> Engineering	<input type="checkbox"/> Investment Management	<input type="checkbox"/> Law	<input type="checkbox"/> Management Consultancy	<input type="checkbox"/> Medical	<input type="checkbox"/> Property	<input type="checkbox"/> Recruitment	<input type="checkbox"/> Research	<input type="checkbox"/> Retail	<input type="checkbox"/> Shipping	<input type="checkbox"/> Travel	<input type="checkbox"/> Trading & I/E			
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<input type="checkbox"/> Travel	<input type="checkbox"/> Trading & I/E																								

In the event of being elected, I hereby agree to be bound by the Articles of Association, By-Laws and Rules of the Club, pay dues, gratuity (payable at June and December of each year) and club facility charges promptly by direct debit, and hereby authorise you to place my name on the Register of Members.

I agree to the terms above

Signature

Date

Please state the reason you wish to become a Member and what you feel you can contribute to the Club

Introducer

Name

Membership Number

Please state why you are proposing this person as a Member. How well/how long have you known the applicant? What do you feel this individual could contribute to the Club?

Signature

Date

Seconders (please note *only Correspondent Members* who have been a Club member for more than six months and who know the candidate personally can second an application)

Name

Membership Number

Signature

Date

Name

Membership Number

Signature

Date

Additional Information				
Honours & awards/Books or other works authored/Membership of other Clubs or organisations				
How did you find out about the FCC?				
<input type="checkbox"/> FCC Website <input type="checkbox"/> FCC Members <input type="checkbox"/> Other please specify...		<input type="checkbox"/> FCC Brochure <input type="checkbox"/> FCC Marketing Campaign		<input type="checkbox"/> Club Event
I wish my spouse / partner to have signing rights on my account			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Family Name <small>Mr / Mrs / Ms / Miss</small>		Given Name (s)		
Date of Birth <small>dd mm yyyy</small>		Nationality		Sex
HKID		Passport No		
Employer				
Occupation				
Or are you? <input type="checkbox"/> Freelance <input type="checkbox"/> Retired <input type="checkbox"/> Self-Employed				
Hong Kong Office		Wedding Anniversary <i>optional</i>		<small>dd mm yyyy</small>
Address Mobile Business Tel Office Email Residential Email		Spouse's Signature		
Media Focus <i>for Correspondents & Journalists</i> <input type="checkbox"/> Newspaper <input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Magazine <input type="checkbox"/> E-Publication <input type="checkbox"/> Wire Service Other please specify...				
Industry Focus <i>for everyone (please ✓ all that apply)</i> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Accountancy</div> <div style="width: 50%;"><input type="checkbox"/> Banking</div> <div style="width: 50%;"><input type="checkbox"/> Civil Service</div> <div style="width: 50%;"><input type="checkbox"/> Corporate Communications</div> <div style="width: 50%;"><input type="checkbox"/> Education</div> <div style="width: 50%;"><input type="checkbox"/> Engineering</div> <div style="width: 50%;"><input type="checkbox"/> Investment Management</div> <div style="width: 50%;"><input type="checkbox"/> Law</div> <div style="width: 50%;"><input type="checkbox"/> Management Consultancy</div> <div style="width: 50%;"><input type="checkbox"/> Medical</div> <div style="width: 50%;"><input type="checkbox"/> Property</div> <div style="width: 50%;"><input type="checkbox"/> Recruitment</div> <div style="width: 50%;"><input type="checkbox"/> Research</div> <div style="width: 50%;"><input type="checkbox"/> Retail</div> <div style="width: 50%;"><input type="checkbox"/> Shipping</div> <div style="width: 50%;"><input type="checkbox"/> Travel</div> <div style="width: 50%;"><input type="checkbox"/> Trading & I/E</div> </div> Other please specify...				
For Diplomatic & Corporate Memberships Only				
Name of Organisation				
Name of Responsible Person				
Title of Responsible Person				
Statement of Acceptance of Responsibility				
On behalf of _____ (Organisation or Company) I hereby undertake to settle promptly upon demand (in the event of default) all and any outstanding debts to the FCC which have become due on the account of _____ (name of applicant), to whom this application form applies.				
Dated		Signature with company/organisation stamp (chop)		

For Correspondent & Journalist Memberships Only

In recognition of the relative hardship faced by many journalists and correspondents in Hong Kong, the club allows a certain number of applicants to enjoy reduced monthly fees on a graduating scale during their first three years of membership. The programme is intended to help early-career journalists whose household income is at the low end of the range earned by professionals in Hong Kong.

Membership Committee will review applicants to this programme and allocate a limited number of places in its monthly meeting. If you wish to apply for the programme, please state reasons below. Applicants may send supporting material, but are not required to do so (please do not send salary slips or bank statements; Hong Kong Inland Revenue tax statements for household members will be considered as proof of income).

Applicants who are judged to qualify for FCC membership, but are not granted a place on the discounted fee programme will be given the choice to roll-over their application to the following month, when their potential inclusion in the programme will again be considered. Alternatively, they may join the club immediately on the basis of paying the standard monthly fees. Applicants who do not apply for the reduced fee programme will be reviewed on our normal monthly rotation.

Please indicate here if you are applying to join this scheme ☐

And please provide your reasons here

APPLICATION CHECKLIST

before forwarding your application form to the FCC please check that you have completed & included the following items

(for office use only)

- | | | |
|------|---|--------------------------|
| 1. | The completed application form (<i>please print in BLOCK letters except email address</i>) | <input type="checkbox"/> |
| i. | please remember to sign the form
<i>yourself and / or partner/spouse and / or Authorised Signature with Company Stamp for Corporate or Diplomatic Membership</i> | <input type="checkbox"/> |
| ii. | please ensure your FCC Introducer has signed the form & completed the section on the second page below their signature | <input type="checkbox"/> |
| iii. | please secure TWO Correspondent Members as Seconders and ensure that they have also signed the form | <input type="checkbox"/> |
| 2. | The completed and signed bank direct debit form (<i>please initial any corrections made</i>) | <input type="checkbox"/> |
| 3. | A cheque payable to the FCC (<i>cheque for entrance fee + first month's subscription</i>)
<i>The cheque payment should be made payable to "The Foreign Correspondents' Club, Hong Kong".</i> | <input type="checkbox"/> |
| 4. | Please provide the following documents | |
| i. | TWO passport-sized photographs of yourself (<i>and your spouse/partner where applicable</i>) | <input type="checkbox"/> |
| ii. | a copy of your Hong Kong ID Card or Passport (<i>and your spouse/partner where applicable</i>) | <input type="checkbox"/> |
| iii. | for application of Correspondent / Journalist memberships only
<i>please provide supporting documents such as business cards, company reference letter supporting your application, and copy of articles or work produced within the last three months</i> | <input type="checkbox"/> |
| iv. | residential proof (<i>and for your spouse/partner where applicable</i>) | <input type="checkbox"/> |
| 5. | Correspondent / Journalist applications only - directory form | <input type="checkbox"/> |

Please deliver all of the above to the FCC Reception Counter or send by mail

The Foreign Correspondents' Club, Hong Kong is committed to implementation and compliance with the provisions of the Personal Data (Privacy) Ordinance. Data provided by you will be used to process your membership application and, as an elected member, for administrative purposes. Personal data will never be revealed to a third party without your consent.

20210424MEM

DIRECT DEBIT AUTHORISATION (Generic Set-up) 直接付款授權書

Date 日期

day 日 / month 月 / year 年

Note 注意: 1. Please tick where applicable. 請在適當的地方加上號。

2. For HSBC customers, please return the completed form to the Bank or mail to Automatic Payments Centre, Payment Services at P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong. You may also set up the direct debit authorisation through HSBC Internet Banking. For non-HSBC customers, please complete and return this form to your banker. 如屬滙豐客戶，請將已填妥的表格交回本行或寄回九龍中央郵政局郵政信箱 72677 號匯款服務自動轉賬中心。您亦可透過滙豐網上理財設立直接付款授權。如非滙豐客戶，請依次填寫並將此授權書交給貴戶的往來銀行。

3. Your Direct Debit Authorisation set up request will normally be processed within 4 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form. 在一般情況下，本行將在收到您的直接付款授權的設立申請表後四個工作天內（不包括星期六、日及公眾假期）處理您的申請。

Name of Party to be Credited (The Beneficiary) 收款的一方 (收款人) THE FOREIGN CORRESPONDENTS' CLUB, HK		Bank No. 銀行號碼 004	Branch No. 分行號碼 002	Account No. 戶口號碼 215473001
My/Our Bank Name and Branch 本人(等)的銀行及分行的名稱		Bank No. 銀行號碼	Branch No. 分行號碼	My/Our Account No. 本人(等)的戶口號碼
My/Our Name(s) as recorded on Statement/Passbook (in Block Letters) 本人(等)在結單/存摺上所紀錄的名稱 (請以英文正楷填寫)				
Contact Telephone No. 聯絡電話號碼	Maximum Limit for 最高付款限額 Note 注意: If blank, the debtor's bank will set as "unlimited". 如無填寫，付款銀行會將轉賬限額設定為「不設上限」。 <input checked="" type="radio"/> Each Payment 每次 <input type="radio"/> Each Month 每月 HK\$10,000.00		Expiry Date (day/month/year) 到期日 (日/月/年) Note 注意: If blank, this authorisation shall have effect until further notice and Expiry Date should be greater than 3 months. 如無填寫，此直接付款授權書將無限期有效直至另行通知及到期日必須大於三個月。	
My/Our Address as recorded on Statement/Passbook 本人(等)在結單/存摺上所紀錄的地址				
Debtor Name (in Block Letters) 付款人名稱 (請以英文正楷填寫) Note 注意: Please specify if other than Account Holder. 如非戶口持有人，請填寫。 N/A		Debtor Reference (Compulsory Field) 付款人編號 (必填之欄) (Reference between yourself and the party to be credited) 貴賬戶與收款一方的編號 FCC0		
Declaration (For HSBC Customer Only) 聲明 (只適用於滙豐客戶)				
<p>1. I/We hereby authorise my/our above named Bank to effect transfers from my/our account to that of the above named beneficiary in accordance with such instructions as my/our Bank may receive from the beneficiary and/or its banker and/or its banker's correspondent from time to time provided always that the amount of any one such transfer shall not exceed the limit indicated above. 本人(等)現授權本人(等)的上述銀行，(根據收款人或其往來銀行及/或代理行不時給予本人(等)銀行的指示)由本人(等)的戶口內轉賬予上述收款人。惟每次轉賬金額不得超過以上指定的限額。</p> <p>2. I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer or reversal notice has been given to me/us. 本人(等)同意本人(等)的銀行毋須證實該等轉賬通知或沖銷通知是否已交予本人(等)。</p> <p>3. I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of any such transfer(s). 如因該等轉賬而令本人(等)的戶口出現透支(或令現時的透支增加)，本人(等)願共同及個別承擔全部責任。</p> <p>4. I/We understand that I/we must maintain sufficient funds in the account one business day (before the close of branch banking hours) before the transfer date (as specified in the instructions received by my/our Bank from the beneficiary and/or its banker and/or its banker's correspondent from time to time) for the transfer authorised herein. I/We agree that should there be insufficient funds in my/our account to meet any transfer authorised herein, my/our Bank will be entitled, at its absolute discretion, not to effect such a transfer in which event the Bank may levy its usual charges and may cancel this authorisation at any time without notification to me/us. For the avoidance of doubt, the Bank may cancel this authorisation at its sole discretion at any time without prior notice. 本人(等)明白本人(等)須在指定的轉賬日期(即根據本人(等)的銀行從收款人或其往來銀行及/或代理行不時收到的指示)前一個營業日(分行辦公時間內)，在戶口內備有足夠款項以便支付該等授權轉賬。本人(等)並同意如本人(等)的戶口並無足夠款項支付該等授權轉賬，本人(等)的銀行有絕對酌情權不予轉賬，且本人(等)的銀行可收取慣常的收費，並可隨時取消該等授權轉賬且毋須通知本人(等)。為避免疑問，本人(等)的銀行可隨時自行決定取消該等授權轉賬且毋須通知本人(等)。</p> <p>5. This direct debit authorisation shall have effect until further notice or until the expiry date written above (whichever shall first occur). I/We agree that if no transaction is performed on my/our account under such authorisation for a continuous period of 30 months, my/our Bank reserves the right to cancel the direct debit arrangement without prior notice to me/us, even though the authorisation has not expired or there is no expiry date for the authorisation. 本直接付款授權書將繼續生效直至另行通知為止或直至上列到期日為止(以兩者中最早的日期為準)。本人(等)同意如本人(等)已設立的直接付款授權的戶口連續三十個月內未有根據本授權而作出過賬的紀錄，本人(等)的銀行保留權利取消本直接付款安排而毋須另行通知本人(等)，即使本授權書並未到期或未註明授權到期日。</p> <p>6. I/We agree that any notice of cancellation or variation of this authorisation which I/we may give to my/our Bank shall be given at least two working days prior to the date on which such cancellation/variation is to take effect. 本人(等)同意，本人(等)取消或更改本授權書的任何通知，須於取消/更改生效日最少兩個工作天之前交予本人(等)的銀行。</p>				
My/Our Bank Account Signature(s) 本人(等)銀行戶口的簽署				
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>X</p> <p>For Bank Use Only 銀行專用</p> </div> <div style="width: 40%;">Remarks</div> <div style="width: 30%;">Branch Chop</div> </div>				



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TEL: (852) 2521 1511 FAX: (852) 2868 4092 EMAIL: membership@fcchk.org

Correspondent/Journalist Directory Form

The Communications and Membership Committees of the FCC maintain a directory of the Club's Correspondents & Journalists. It's a resource that highlights the diverse talent at the Club, and at the request of some freelance members - to indicate availability for commissions. If you'd like to be included, we invite you to fill in the sections below (please leave out any sections you would like to keep private). We may use the information below to collate publicly available Twitter lists, LinkedIn groups and/or a Master directory.

1. Contact Information

Name

Email Address

Phone Number

2. Brief description of your professional skills (e.g. a writer-editor focused on regional economic issues).

3. Current Media Outlet Affiliation

If you are a full-time employee of a media outlet, which one and what is your position there?

If you are a freelancer, please list a few publications/media outlets you've written/produced/shot photos for.

4. Please share any coverage specialties/ areas of expertise. (e.g. Culture, Chinese politics, Political Documentaries, Portraits, General News).

5. Language Skills

What language can you report in?

What language can you file a story/report/video?

6. What is your Twitter handle?

(Please note we will include this in an "FCC HK Journalists" Public Twitter List)

7. Please share a link to your personal website/online portfolio (if any) here.

8. Please share a link to your LinkedIn profile (if available) here.

9. Connecting Freelancers & Editors

If you are a freelancer, would you like us to indicate that you'd welcome approaches for commissions? Yes/No

If you are an editor, would you like us to indicate that you'd welcome pitches from freelancers? Yes/No



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EMAIL: membership@fcchk.org

We would like to introduce you to some key features of our club which is visited by prominent international figures from the worlds of commerce, politics and entertainment arenas.

■ The famous Main Bar featuring Victorian tiling, and photographs taken by some of the many famed photographers who are members.	■ Professional speaker events for members and their guests to listen, engage and discuss the latest local and international events and trends.
■ Fine dining and Chinese restaurant with regular food and beverage promotions.	■ Health club with the latest high tech training equipment, sauna and steam room.
■ One of the Hong Kong's authentic jazz bar: Bert's, with live music regularly.	■ Reading Lounge with Subscriptions to Many Popular International Publications.
■ Library and workroom.	■ Function rooms for use of members.
■ High-speed wireless internet throughout the club.	■ Live broadcasting of major sport events.
■ Golf Society, Pool Table and other associations.	■ Membership to more than 90 reciprocal clubs worldwide.

* * * * *

The New Joining Fees will be:

	Joining Fee
Correspondent	\$ 3,850
Journalist	\$ 3,850
Associate	\$ 45,000
Corporate: 1 st Nominee	\$ 250,000
2 nd Nominee	\$ 200,000
3 rd Nominee	\$ 150,000
4 th Nominee and above (application accepted at the Board's discretion)	\$ 150,000
Transfer to new nominee	\$ 5,000
Diplomatic: All Nominee(s)	\$ 8,000
Transfer to new nominee	\$ 5,000

The monthly subscription of HK\$1,300.00 per month and the annual staff gratuity of \$650.00 payable in June and December remain the same. The Club also offers promotions to Correspondents and Journalists. For details, please refer to the separate leaflet attached.

* * * * *

ANNUAL PAYMENT OF MONTHLY SUBSCRIPTION FEE

If you make a one time annual payment of your monthly subscription in advance (presently \$1,300 per month), the total payment is \$16,500(including staff gratuity of \$650 charge in June and \$650 charge in December) rather than \$16,900, representing a \$400 discount.



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Special Promotion Correspondents & Journalists

(from 23 August 2010/revised 20 January 2015 & 26 January 2016/01 July 2016/1 June 2017)

1st year:	HK\$250 per month	+	annual staff bonus HK\$250*
2nd year:	HK\$500 per month	+	annual staff bonus HK\$500*
3rd year:	HK\$750 per month	+	annual staff bonus HK\$750*
4th year:	HK\$1,300 per month	+	annual staff bonus HK\$1,300*

*Gratuity payable 50% in June & 50% in December each year

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Why YOU Should Join

- The Club plays a central role in the journalistic life of Hong Kong; anyone who is serious about journalism should be a member.
- The Club attracts the best speakers in Hong Kong – prime ministers, chief executives, celebrities and more all come to the club when they want to reach a big audience.
- The Club plays a central role in defending freedom of speech in Hong Kong, most notably when it was the most prominent downtown venue in 2003 for critics of Article 23 before popular marches prompted the withdrawal of the measure.
- The Club is the sole authorized interlocutor in Hong Kong on journalism visa policy for the Ministry of Foreign Affairs of the People's Republic of China, and has negotiated a series of expansions in journalistic access to the mainland over the past decade.
- The Club's active membership includes senior politicians, top corporate executives, leading bankers, barristers and other valuable potential sources.
- Members include many of Hong Kong's influential journalists, and is a great place for career networking.
- Journalism requires more than sitting all day at a computer with a headset on. Being a good reporter or editor requires meeting people, getting to know them and understanding how they see the world. The Foreign Correspondents' Club is the best place in Hong Kong for such meetings, whether they are chance encounters at one of our restaurants and bars, formal interviews over coffee or speeches in our main dining room.

For more information please contact membership department, Carman Chung (Tel) 2521 1511 or membership@fcchk.org.

Terms & Conditions

- Applicants will be required to pay the applicable joining fee: HK\$3,850 for foreign correspondents and HK\$3,850 for locally employed journalists.
- Applicants granted membership under the terms of this special promotion will be entitled to all normal rights and privileges of Club membership.
- The Board reserves the right to withdraw the offer of the special promotion monthly joining and subscription fees at any time.



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FCC MEMBERSHIP PROMOTION

The FCC prides itself on the diversity and vibrancy of its membership. Our Correspondent and Journalist members represent the core of the club, while our Associate, Diplomatic and Corporate members bring a vast range of talents and backgrounds that make the club such an important cornerstone of Hong Kong life. In order to encourage membership and maintain that diversity in all categories, the Board of Governors has approved a promotion through which existing members who introduce new applicants in any of the five categories will receive a HK\$ 1,000 food and beverage credit to their account upon the successful acceptance of the applicant and payment of their joining fee. Application forms are available from the Club reception desk or can be downloaded from the FCC website.

* * * * *

MINIMUM SPENDING REQUIREMENT

From January 2018, the FCC has introduced a \$900 of minimum spending on food and drink in the club, or purchased to takeaway in quarterly basis.

The monthly minimum spending requirement is for all members and is actually HK\$900 spread over a three month period. The spending requirement is levied and collected quarterly (*in March, June, September and December*).

INFORMATION SHEET

Name of Club: The Foreign Correspondents' Club, Hong Kong
Address: North Block, 2 Lower Albert Road, Central, HK
Telephone: 2521 1511
Fax: 2868 4092
E-mail: membership@fcchk.org
Club President: Mr Lee Williamson
Membership Committee
Co-Conveners: Ms Jennifer Jett
 Ms Karly Cox
General Manager: Mr David Brightling
Executive Officer Manager: Ms Joanne Chung
Membership Manager: Ms Carman Chung

OPENING HOURS:

Venue	Monday – Saturday	Sundays	Public Holidays
Administration Office	Mon–Fri: 09:00–17:00	closed	closed
Reception	Mon–Fri: 09:00–21:00	closed	closed
Accounts Office	Mon–Fri: 09:00–17:00	closed	closed
Workroom	08:00–23:00	08:00–23:00	08:00–23:00
Health Club	07:00–22:00	10:00–19:00	10:00–19:00
Bert's	Mon–Thu/Sat: 12:00–24:00 Fri: 12:00–01:00	closed	closed
Main Bar & Lounge	Mon–Wed: 07:30–24:00 Thu–Sat: 07:30–02:00	10:00–24:00	Sun–Wed: 10:00–24:00 Thu–Sat: 10:00–02:00
Dining Room, Verandah & Chinese Restaurant	Luncheon: 12:00–14:30 Dinner: 18:30–24:00	12:00–21:00 (Dining Room)	Luncheon: 12:00–14:30 Dinner: 18:30–24:00
Function Rooms	as booked	as booked	as booked

FUNCTIONS & MEETING ROOMS:

Private rooms in various sizes available for hire, with full food and beverages catering, for corporate or private functions. Accommodates up to 180 persons for cocktail or press conference, 120 for luncheon or dinner. Intimate gatherings for 10-30 persons also available.

DRESS CODE:

Whilst not wishing to interfere with members' enjoyment and relaxation, and bearing in mind the vagaries of fashion, it is difficult to be specific, so the Club relies on the good sense and discretion of members to dress appropriately given the venue or event, day of the week and time of day. A few guidelines:

- a. **Dining Room & Verandah:** Members are requested to dress at least to a standard perhaps best described as **smart casual**. A shirt with a collar is expected; wearing shorts and beach shoes is not considered acceptable.
- b. **Chinese Restaurant:** Members are requested to dress at least to a standard perhaps best described as **casual-to-smart, but** wearing shorts and beach footwear is considered unacceptable.
- c. **Bert's:** Members are requested to dress at least to a standard perhaps best described as **casual-to-smart** Monday to Friday, and **casual** on Saturdays, Sundays and Public holidays.
- d. **Main Bar/Lounge:** **Casual**, which means wearing shorts, a T-shirt or beach footwear is allowed.
- e. **All Venues:** Wearing a singlet is considered unacceptable in any of the above locations.

YOUNG PERSONS:

- a. Young persons aged 12 to 18 years are permitted in the Lounge, Dining Room and Chinese Restaurant, or at private parties in other parts of the Club.
- b. Young persons under the age of 12 years are permitted in the Lounge, Dining Room and Chinese Restaurant on weekdays up to 1900 hours and on Saturdays, Sundays and Public Holidays, or at private parties in other parts of the Club.
- c. Babies and infants (under the age of two years) are permitted in the building only on Saturdays, Sundays and Public Holidays.
- d. Parents, Guardians and/or Hosts are held responsible for the behaviour of young persons, babies and infants in their company.
- e. Parents, Guardians and/or Hosts of private parties involving young persons, babies and infants will be held responsible for the behaviour of the children, who are restricted to the party area.

GUESTS OF MEMBERS:

- a. The number of guests introduced into Bar/Restaurant areas should be no more than may be considered reasonable and shall be subject to the final ruling of the General Manager in any individual case. For specific rules on booking tables see By-law 8. For the avoidance of doubt, Walk-ins are governed by the same table numbers as Table Bookings.
- b. Guests are not allowed into the Health Club or the Workroom without the permission of the General Manager.
- c. Members bringing guests into the Club shall be responsible for all actions of their guests and must remain on the premises so long as their guests continue to be in the Club.
- d. Members cannot bring into the Club, as a guest, a person whose election or re-election as a Member has previously been refused, or, who having been a Member, has been expelled or required to resign or whose name has been removed from the list of Members.

PAYMENT TERMS:

On member's account

MOBILE DEVICES:

Calls made on mobile (cell) phones, smart-phones, other mobile devices, or via internet voice communication software, are not permitted within the premises, with the exception of the immediate vicinity of fixed telephone points, the Health Club and building lobbies (including staircase and landing). Calls must be made at a reasonable volume to avoid disturbance to other Club users.

HEADPHONES:

Personal Radio, audio players and internet voice communication software may not be operated within the club, unless at a fixed telephone point, in conjunction with telephones and at a reasonable volume to avoid disturbance.