



**The American Club
Hong Kong**

Summary of House Rules

The House Rules are devised through Member Committees and approved by the Board of Governors for the purpose of providing a quality club environment. Members are required to be familiar with the House Rules and they, as well as their Families and Guests, must observe them. Club Staff are required to uphold the House Rules and must complete an Incident Report in the case of any violation. Breach of the House Rules may lead to disciplinary action taken by the Club.

For a full copy of the House Rules please ask at the Member Services Desk.

Standard of Conduct. Anyone using the Club shall, at all times conduct themselves in a manner which is courteous and respectful of the rights of others, including Club Staff. No one, while on Club premises, may act in an unsafe, rude, offensive, threatening or intimidating manner. If they do, Management in their own judgment may ask any individual to leave the Club premises.

Mobile Telephones. Mobile telephones and any personal communication devices must be turned off or switched to 'silent' or 'vibrate' mode. They may be used in designated areas of both Clubhouses and private function rooms. Mobile phones must not be used in any other areas of the Club. Management reserves the right to restrict any usage of any communication device if it is deemed to be disruptive.

Personal Entertainment Devices. Personal games, radios and music playback machines shall not be played on the Club premises without the use of personal headphones. If the use of such devices is determined to affect the quiet enjoyment of the Club by others, Club Staff may request the user to cease using such devices.

Alcohol. In accordance with the laws of Hong Kong, no person under the age of 18 is permitted to consume any alcoholic beverage on Club premises. Any person who supplies any alcoholic beverage to someone less than 18 years of age on the premises of the Club is violating the intent of this rule and may be subject to disciplinary action. Club Staff may request proof of age before serving alcohol and may refuse service to any person.

Smoking. Cigarette, cigar, pipe and e-cigarette smoking is only allowed in designated areas.

Personal Transportation Devices. Bicycles, skateboards, roller blades, scooters, wheelies and the like are not allowed on Club premises.

Gambling. Gambling is prohibited on Club premises except to the extent permitted by Hong Kong law and under licenses duly granted in accordance with the laws of Hong Kong.

Drugs and Weapons. Possession or use of any controlled substance or weapon on Club premises is strictly prohibited.

Domestic Helpers. For the purposes of the House Rules all Secondary Care Givers, including but not limited to Domestic Helpers, Nannies, Drivers, Au Pairs, Amahs, Nurses etc. will be referred to as Domestic Helpers. Domestic Helpers are not allowed at the Town Club. Domestic Helpers are allowed at the Country Club from Monday to Thursday and on Fridays prior to 6:00pm, excluding Public Holidays, if their Employer (the Member) is not on property. Domestic Helpers must have a valid Domestic Helper's Card for access to the Country Club which is available only by application to the Club. Domestic Helpers must register with Security each time they visit the Country Club and present this card to Staff and Management if requested. It is the responsibility of the Member to notify the Club should the Domestic Helper cease to be employed by the Member.

Domestic Helpers are permitted only for the purpose of minding Members' children in the Eagle's Nest or accompanying children to and from private functions, classes or lessons. Domestic Helpers must not walk through restaurants while going to these areas and must refrain from entering areas other than the Eagle's Nest and locations where classes take place. Domestic Helpers are allowed to accompany children to the Poolside Washrooms and Locker Rooms, as well as to the 1st Floor Washrooms nearest to The Edge Fitness Center. Domestic Helpers are not allowed to access the 1st Floor Locker Rooms across from Joe's.

Domestic Helpers must abide by the Club's Rules and wait in designated areas of the Country Club and are not permitted to wait in any other areas. All Domestic Helpers must register at the Eagle's Nest when minding children in the Eagle's Nest.

Pets. No animals (except guide dogs for the blind, hearing or physically impaired) shall be brought onto Club premises.

Restricted Areas. No person other than Club Staff shall enter the kitchens, storerooms, service areas or other non-public areas of the Club.

Diaper Changing. Diaper changing in public areas is not permitted. Designated toilets are equipped with baby changing tables for this purpose.

Breast Feeding. Members are requested to use discretion when breast feeding in the Club.

Lost Property. Members who leave any personal property in any part of the Club do so at their own risk. The Club shall not be responsible for the return of any lost, stolen or misplaced item. Lost and found articles will be stored by the Club for a maximum of sixty days. Unclaimed items shall be disposed at the discretion of the Club.

Removal of Property. No person shall remove from Club premises any property of the Club except with the written consent of the General Manager.

Loss or Damage of Property. Any person who causes the loss of, or damage to, any property of the Club shall be subject to an assessment of all costs resulting from such loss or damage including any costs incurred in repairing or replacing such property at the Club's discretion. Any such assessment may be in addition to sanctions imposed by the Board of Governors as a result of such damage. Members shall be held financially responsible for any loss or damage to the Club's property caused by their Family or Guests.

Member-Staff Interaction. Members must not reprimand, intimidate or abuse Club Staff in any way. Members shall not entertain anyone employed or contracted by the Club as their Guests in the Club. All matters related to the Club or Club Staff should be directed to the General Manager.

Procedure for Feedback. Any Member with a suggestion or concern shall direct their comments in writing, by email or by using a standard comment form available at both Clubhouses or on the Club's Website.

Tipping. No person shall give gratuities, directly or indirectly, to any Club Staff. Members may make a contribution to the Staff Gratuity Fund.

Vacating Premises. If any person remains in a Club outlet that is closed, they may be liable for all expenses the Club incurs as a result thereof.

Closure of Facilities. The General Manager may close any part of the Club for maintenance, safety, security or such other purposes as deemed necessary. Members shall be notified of any such closure.

Weather Warnings. When the Hong Kong Observatory announces that Typhoon Signal # 8 will be hoisted, the Club will commence closure procedures. When the Typhoon Signal # 8 is hoisted, the Club will close immediately. If Typhoon Signal # 8 is lowered before 6:00am, the Club will open as

usual, but if is lowered after 4:00pm, the Club will remain closed. If Typhoon Signal # 8 is lowered between 6:00am and 4:00pm, the Club will open three hours after Typhoon Signal # 8 is lowered. If a Black Rainstorm Warning is hoisted before 8:00am, the Club will remain closed until two hours after the Black Rainstorm Warning is lowered. If a Black Rainstorm Warning is hoisted during normal operating hours, the Club will remain open however Members will be advised it is not safe to leave the Club under any circumstances.

Illness. In the case of risk due to a contagion, Management reserves the right to refuse access to the Club.

No Medication by Staff. Club Staff is not permitted to distribute or administer any form of medication to any person at any time.

No Club Liability. All persons entering or using the Club do so at their own risk. The Club shall have no responsibility or liability for any injury or fatality to persons, in particular in relation to matters out of the control of the Club. All persons entering or using the Club shall also be entirely responsible for their own property. The Club shall have no responsibility or liability for any damage to or loss of any such property. Each person shall hold the Club fully indemnified for any injury or loss caused to another person by the negligence or intent of any other person on Club premises. It is the Member's responsibility to make aware all relevant House Rules and in particular this clause to each of their guests and family members who enters or uses the Club's facilities and/or services and procure that each of his/her guest or family member understands the relevant House Rules and this clause as a condition of his/her entrance to or use of facilities and/or services of the Club.

Reports. Any person who witnesses or becomes aware of a violation of these House Rules should make a written report of the matter to the General Manager. All such incidents may be referred to the Governance Committee for further disposition.

Sanctions. The Governance Committee shall act on behalf of the Board of Governors on all matters of conduct and may propose sanctions on any Member, Family member, Guest or Visitor found to have violated any House Rule or Memorandum and Articles of Association, provided that all such sanctions shall be subject to review by the Board of Governors. Sanctions, which may be imposed for a violation, may include without limitation a warning letter, suspension of a person's use of any or all Club facilities as the Board of Governors may decide including expulsion of the sponsoring Member. During suspension or expulsion, any person may be refused access to the Club, even as a Guest of another Member. The expelled or suspended Member is fully responsible for all monies owed to the Club including on-going monthly subscription fees during the term of a suspension. Details related to Suspension and Termination of Membership are outlined in the Club's Articles of Association.

Visitors. A Visitor is defined as a non-resident of Hong Kong, and must provide proof of non-residency before a Visitor's Card will be issued. For security purposes, the Club reserves the right to require additional proof of identification at any time. A sponsoring Member must propose the Visitor. The privileges of the Visitor will reflect those of the sponsoring Members membership category. A Visitor is allowed to use the Club facilities for a period not to exceed one month at any one time. No subscription fee will be charged for a visit of up to two weeks, however one month's subscription fee will be charged for a visit over two weeks. This privilege may be granted two times during any twelve-month period to the same individual. Visitors must make all charges to an approved credit card or to the sponsoring Member's account when authorized by the Member. Each Member is, in all ways, responsible for their Visitor and their observance of the House Rules.

Guests. A Member must accompany all Guests. Each Member is, in all ways, responsible for their Guest and their observance of the House Rules. For security purposes, the Club reserves the right to require registration and proof of identification at any time. The Club may at any time and without notice a. limit the number of Guests for a facility, time period or event; b. prohibit, permanently or for any specified period, any Guest's access to and usage of the Club; c. impose Guest Fees for any facility or activity.

Happy Valley, smart casual attire is also acceptable. Sports attire is not acceptable. Members should also observe the dress requirements and rules and regulations set by the Hong Kong Jockey Club.

Changing Rooms. All persons including children aged 4 years old and older are required to change in the designated locker rooms. Children aged four years old and older must use the Changing Room allocated to their respective gender. Children should not be without clothing outside of the change rooms. Long term special needs situations must be addressed to the General Manager for any exceptions.

Lockers. Most lockers are for daily use only. Items may not be left overnight. Members who do not return, workout clothing or towels will be charged a fee. A limited number of lockers are available for rent for an annual term. Personal items should not be left unattended; the Club will not accept responsibility for lost or stolen items. For security purposes, any unattended bags may be removed and disposed of at the Club's discretion. The Club reserves the right to open any locker when it deems necessary or in case of emergency.

Fitness Centers. Members are reminded that they should seek medical advice before engaging in any exercise. Members entering into the Fitness Centers declare themselves to be suitably fit to use the facilities and do so at their own risk.

Climbing Areas. The use of the Climbing Areas involves significant risk. The Club accepts no responsibility for any accident, injury or fatality as a result of their usage.

Sauna and Steam Rooms. Persons under 18 years old are not permitted in the Sauna or Steam Rooms. Appropriate standards of hygiene and decorum must be maintained while using the Sauna and Steam Rooms. Pregnant women are advised that use of the Sauna or Steam Rooms may present a health risk. Persons known to be suffering from high blood pressure or heart disease or who may otherwise be physically unfit for sauna/steam use are advised not to use these facilities. The Sauna and Steam Rooms should not be used after drinking alcohol, or taking medication. The Club shall have no responsibility for whatever accident, injury or fatality that may occur in these facilities.

Elements Spa. Children under the age of 10 are not permitted in the Spa unless attending an approved private function or event. Information pertaining to the Spa is included in Elements' literature. The Club shall have no responsibility for whatever accident, injury, loss or fatality that may occur in Element Spa.

Swimming Pools. Swimming is only permitted when Lifeguards are on duty. Members, their families, Guests and Visitors who use the swimming pools, do so at their own risk. The Club accepts no responsibility for any loss of property, accident, injury or fatality in or around the swimming pools or while using any part of the Club. General rules pertaining to the swimming pools are posted in the area.

Eagle's Nest. A Member parent, guardian or registered Domestic Helper must supervise children less than 10 years. Members must accompany guests and are responsible for Guest Fees.

Food and Beverage. No food or beverage purchased from the Country Store or from outside the Club may be consumed on Club premises. When and where permitted, Members may bring their own wine, for which the Club reserves the right to charge a corkage fee.

Reservations. Reservations are required for All Club Events and as follows:

Town Club	Private Dining Rooms - lunch and dinner Clipper and McKay's - lunch and dinner
Country Club	Bay Cafe - lunch and dinner on weekends and Public Holidays The Fireside - dinner on Fridays, weekends and Public Holidays

Cancellations. Cancellations must be done in writing by fax or email. Arrangements for cancellations for Club Events are as follows:

- If the Club cancels the event there will be a 100% refund.
- If a Member cancels their reservation more than seven working days before the event there will be no charge.
- If a Member cancels their reservation less than seven working days before the event there will be no refund.
- Cancellations and refunds based on emergency situations will be at the sole discretion of the General Manager.

Reservations for Outlets and Private Functions. Reservations will be held for up to 15 minutes after the specified time. Management, at their discretion, may determine the maximum number of Guests who may be brought into the Club by a Member. The Club reserves the right to require that any party of 10 persons or more be held in a private function room, any party of 15 persons or more is required to have a pre-set menu.

Meetings and Private Functions. Meetings and private functions must be held in the Club's private function rooms by reservation only through the Club. Meetings requiring a large number of documents or any products are not permitted in the Club's Restaurants or Bars. Entertainment for private functions must be booked through the Club. Special exceptions can be made on a case-by-case basis with the approval of the General Manager.

Children and Juniors Dining

- Children aged 9 and below must be accompanied by and seated with an Adult Member when and where the venue allows children to dine.
- Juniors aged 10 – 17 may dine in the restaurants listed below some of which require them to be accompanied by an Adult Member.

Town Club

Clipper	Children are allowed when accompanied by an Adult Member for Private Events only. Juniors are allowed when accompanied by an Adult Member.
Harbor Lounge	Children are <u>not</u> allowed. Juniors are allowed when accompanied by an Adult Member.
McKay's	Children are <u>not</u> allowed. Juniors are allowed when accompanied by an Adult Member.
Billy's Bar	Children and Juniors are <u>not</u> allowed.
Forty Niner	Children and Juniors are allowed.
Private Dining Rooms	Children are allowed when accompanied by an Adult Member for Private Events only. Juniors are allowed when accompanied by an Adult Member.

Country Club

Bay Cafe, Tides & Terrace	Children and Juniors are allowed.
Southside Pool & Grill	Children and Juniors are allowed.
The Fireside	Children are <u>not</u> allowed. Juniors are allowed when accompanied by an Adult Member from Saturday - Thursday.
Vista Ballroom	Children and Juniors are allowed.

Outlet Usage. Usage of any Food and Beverage outlets by Children and Juniors for extraordinary circumstances, Club Events and American or Hong Kong holidays shall be at the full discretion of the Management.