



Guide for Visitors, Guests and Reciprocal Members

All visitors, guests and reciprocal members must sign in on arrival at Reception.

Reciprocal Members must leave their valid membership card at Reception during their visit.

Event organisers must submit a confirmed attendance list to the Club in advance of the event.

Members are responsible for their guests when in the Club and for any charges incurred by their guests.

Members sponsoring an event in the Club are also responsible for any outstanding charges incurred by this event.

DRESS CODE

It is a requirement that all Members of the Club and their guests are smartly dressed at all times.

The dress code for gentlemen is jacket and collared shirt. Equally suitable smart attire is required for ladies.

From time to time, the Club may organise functions requiring a specific dress code. This dress code will be advised in advance.

Sweatshirts, tracksuits, running shoes, hiking style boots, beach type sandals and athletic footwear are not permitted. Sportswear with advertising messages or slogans is also not permitted unless specifically permitted by the General Manager or Honorary Secretary.

All Members and Event Organisers are required remind their guests of the dress code to avoid any embarrassment when coming into the Club.

COATS, BAGS AND BRIEFCASES

Guests and other visitors using public rooms are asked to leave shopping bags and any other luggage either at Reception or on the coat rack in the hall.

Coats must be left on the coat rack or, in the case of events, on the coat rail designated for that event.

Briefcases are not permitted in the Dining Room at any time. They are permitted in the Bar up to 7.00pm.

The Club does not accept any responsibility for lost, damaged or misplaced items.



MOBILE PHONES, LAPTOPS HAND-HELD ELECTRONIC DEVICES

Please ensure that all mobile phones and electronic devices are set to silent when in the Club.

The discreet use of mobile phones and hand held devices is permitted in the Entrance Hall, Business Centre, Courtyard, Private Meeting Rooms, Bar and Bedrooms.

The discreet and silent use of mobile phones and hand held devices; i.e. for text/emails, is permitted in the Members' Reading Room, but no phone calls are permitted.

BUSINESS PAPERS

Business Papers are permitted in the Business Centre, Members' Reading Room, Bar and private meeting rooms only. Please note that business papers are only permitted in the Bar up to 6.00pm.

We kindly ask you to remind your guests that business papers are not permitted in the Dining Room.

SMOKING

Smoking (to include e-cigarettes, cigars and pipes) is not permitted anywhere inside the Club. The Courtyard is the designated outside area for smoking. Smoking outside the front door of the Club is discouraged.

PHOTOGRAPHY & DIGITAL RECORDING

The taking of photographs and videos in the Club is prohibited without the permission of the subject(s) and, in that circumstance, should be done discreetly. The posting of such photographs or videos on social media requires the prior written permission of the General Manager or Honorary Secretary.

PRIVACY & RESPECT

Stephen's Green Club is a Private Members' Club, where privacy and confidentiality are treated with the utmost respect. We kindly ask you to respect the privacy of fellow members and their guests at all times.

PAYMENT POLICY

The Club does not offer credit facilities. Payment is due upon receipt of service. For certain functions, a deposit may be required.