

1a. MEMBERSHIP

The facilities of the Club are at the disposal of the members in good standing within the prescribed operating hours. Members may be requested to show their membership cards. Members and their guests shall at all times conduct themselves in a courteous and respectable manner and in such a way so as not to infringe on the rights of other members to peaceful and comfortable use of the facilities.

Membership of the Club is by application or invitation in the case of Honorary Members. Invitation of Honorary Members must be at the direction of the Board of Governors while applicants must be at least 35 years of age and proposed by two members who must be Guarantors.

Membership of the Club is not open to:

- i) a person who is or becomes bankrupt or insolvent or who enters into an arrangement or composition with creditors;
- ii) a person who is medically certified as lunatic or of unsound mind;
- iii) a person who has been convicted by a court of competent jurisdiction of any offence in connection with the management of a company or has been found guilty of any criminal offence for which he is in the opinion of the membership committee liable (whether he has been convicted or not) or has been found guilty, while an officer of a company of any fraud in relation to that company or other companies or persons.

Membership fees are stipulated in naira but the equivalent in United States Dollar is acceptable.

- (i) Guarantors**
The founding members of the Club (50 in number) whose initial contributions were the seed monies for the club's formation are exempted from payment of entry and annual fees. They enjoy the same rights and privileges as ordinary members.
- (ii) Corporate Memberships**
Corporate Memberships are designed for companies who maintain a minimum of five members. The designated members pay the stipulated entry fee per member and annual dues per member.

The designated members enjoy the same privileges as ordinary members. Membership is transferable on notice to the membership committee.
- (iii) Ordinary Membership**
Ordinary membership offers full club privileges to the member. The Ordinary member pays entry fee and Annual Dues.
- (iv) Associate Membership**
Associate membership has restricted club privileges, as stipulated by the Club. The Associate member pays entry fee and annual Dues.

1b. Guest Memberships

The Club will aim to have reciprocal agreements with other Petroleum Clubs. Therefore members of other reciprocal clubs may be permitted to use the club facilities on application to the membership committee for a period not exceeding a month at a time. Guest members shall be entitled to use the club facilities at any time within the prescribed operating hours and without being in the company of a member.

2. MEMBERS' GUESTS

Members may entertain their guests in the Club facilities at any time during the operating hours. Guests must always be in the company of the host member. The host member is responsible for the conduct and for all liabilities incurred by the Guest. Guests will be issued a Guest Card.

3. CHILDREN

Members' children and guests below 21 years are not allowed in the Club. Children over 21 years may be invited as guests. The Club may from time to time organize activities which will include younger family members.

4. PAYMENT POLICY AND ACCOUNTS

There shall be no cash payment for any services provided at the Club. Members shall sign chits or make payments by approved debit cards for services rendered in the club. Except for the purchase of sundry items at the Reception Desk (such as telephone cards) cash will not be used in the Club. Tipping is not permitted. A gratuity shall be added on all food and beverage charges. The minimum percentage will be determined by the Board.

5. ACCOUNTS

All accounts are due and payable on the 30th day of each month. Accounts which are overdue for a period of 30 days may be posted on the Club Bulletin Board. Any indebtedness not paid within 30 days after the date of posting shall make the member in default and subject to suspension. No member while posted for payment of accounts shall have the right to incur any further liability to the Club. A service charge will be levied on overdue accounts at a rate set periodically by the Board.

6. OPERATING HOURS

The Club will be open from 8am to midnight every week day and 11am to midnight on Saturdays and Sundays.

The Club restaurant will be open every day at stipulated hours. (Dinner is by reservation only)

Light meal service will be available during the hours between lunch and dinner, everyday.

The Bar will open at 11.00am and close at midnight daily.

Management and Senior Club personnel may terminate the service of alcohol to members or their guests if it appears that he/she is intoxicated or will be intoxicated if service continues.

7. PRIVATE ROOMS/MEETING ROOMS

Arrangement for the use of the private meeting rooms may be made with the General Manager on a first come, first served basis. The rooms are available for meetings, private dining etc.

8. SMOKING

It is the intention of the Board to make the Club a smoke free establishment. For the time being, smoking is only allowed in the smoking lounge on the ground floor.

Please inquire from the Reception Desk as to what room has been designated the smoking Lounge.

9. CLUB CLOSURES

The Club may be closed on certain statutory holidays as determined by the Board. Notices of such closure will be mailed to the members at various times during the year and notices will be posted on the Club's bulletin board.

10. CANCELLATION POLICY

Reservations for events which require advance preparations by kitchen staff and other departments, if not cancelled with at least 48 hours notice will attract a charge. Cancellation charges will be fixed by management and will be indicated at the time of making the reservations.

11. DRESS CODE

The dress code of the Club is designed to establish and maintain a high professional standard for all members and guests.

Men and women are expected to wear as a minimum, clothing that is described as "business casual" (unless the dress code has been relaxed for a special event).

National Dress, religious apparel and armed forces uniforms are acceptable.
The dress code for dinner is jacket or national dress.

Jeans, shorts, T-shirts and Sneakers are not allowed.

Good judgment, discretion and decorum are expected at all times.

12. BRIEF CASES/BUSINESS PAPERS/CELLULAR PHONES

Briefcases, if brought, must be checked in at the reception desk, unless the member is using a meeting room. No briefcases are to be brought into the common rooms of the Club. Common rooms include lounges, restaurants and bars. Cellular phones on silent/meeting mode may be used, provided the member conducts the telephone conversation in low tones. Business papers may be used discretely in the common areas but members are requested to conduct business in an orderly manner.

13. DAMAGE TO CLUB PROPERTY AND LIABILITY FOR LOSSES

Members are not to store their personal property in the Club premises. The Club will not be held liable for the loss of any personal property on the premises. Items of value should be deposited at the Reception Desk for safe keeping. Lost and found items will be held by the club for a period of six months and then donated to a charity to be determined by the Board.

Members shall pay for all damage to the Club property caused by them or their guests. Members shall not remove Club property from the premises.

14. EXCLUSIVE USE OF THE COMMON ROOMS

No dinner, party or other entertainment involving the exclusive use of the common rooms (comprising the lounges and the dining rooms) shall be permitted except with the consent of the Board.

15. COMPLAINTS/ERRANDS

Complaints and suggestions regarding service or facilities should be made to Management verbally or in writing to the Board. A reply and explanation will always be given to the member but no member is permitted to reprimand an employee of the Club. Members are also not permitted to send employees of the club out of the premises on errands.

16. RESTRICTED ACCESS

No member shall at any time be allowed in the kitchens or back areas of the bars unless accompanied by a member of the Board or Management.

No pets or animals shall be permitted on the premises.

17. ADVERTISEMENTS AND NOTICES

No pamphlets, advertisements, notices, sale items etc shall be exhibited on the Club premises or bulletin boards except on the approval of the Board. The Club contact details shall not be placed in any newspaper, notice, flyer, advert etc nor shall it be used by members in any form of public information or in the public advertising of a function on the Club premises, except by the approval of the Board.

Members shall not give the Club as their mailing address.

18. GATHERINGS

No public gatherings or demonstrations of a partisan, political, sectarian or religious character will be permitted on the Club premises.

19. ADDRESSES

Members shall at all times keep the Membership Co-coordinator informed of their correct and current business and home address including telephone number and emails. Members shall on no account give out the list of names or details of other members of the Club (such as telephone numbers, e-mail addresses etc).

20. CAMERA/MEDIA PERSONNEL

The taking of photographs or videotaping in the lounges, dining rooms and public areas of the Club is prohibited without the permission of the Management. No media personnel, photographers, reporters and cameramen are allowed in the Club (if engaged in the duties of their profession) without the permission of the Management.

21. IMPROPER CONDUCT

The Board may suspend or expel any member whose conduct is considered improper, unbecoming or likely to endanger the welfare or character of the Club or who willfully commits any breach of any House Rules and Regulations.

The Board may also instruct Management to refuse service to any member or guest.

22. CLAIMS AND DISPUTES

Members are encouraged to settle their differences with the Club in a reasonable and amicable manner that will not attract bad publicity to the Club.

Where parties fail to settle such difference or dispute upon the exercise of due diligence the dispute shall be settled by arbitration under the Rules of Conciliation and Arbitration of the International Chamber of Commerce by three arbitrators appointed in accordance with the said Rules. The venue of the Arbitration shall be Lagos, Nigeria and the Award shall be final and binding.

23. AMENDMENTS

These House Rules and Regulations may be amended from time to time by the Board of Governors.