



TERMS & CONDITIONS

1. In-Residence day or monthly access includes use of a hybrid desk space in our In-Residence facility (subject to availability – must be pre-booked in advance).
2. A key for access can be collected in the morning from main hotel reception. If you have a monthly membership a key will be issued at the start of the month and can be downloaded on an app to your phone or can be collected from reception.
3. Bookings for the In-Residence facility can be made up to 1 month in advance.
4. Bookings for the In-Residence facility are subject to availability, small meeting rooms can also be available on request.
5. If the In-Residence booking system is not showing availability and you have a monthly membership, we will do our best to accommodate you in a suitable workspace in the hotel. Please contact the event team to book (eventsmanager@shrigleyhallhotelandspa.co.uk)
6. Unlimited refreshments (tea & coffee) are available from our Common Room throughout your visit.
7. We ask all members to display their membership lanyard when using the In-Residence facilities and Common room. This can be collected from reception upon your first visit
8. A key card to access the facilities will be available for you from our main reception to access the In-Residence facilities. You will be required to show your membership lanyard to receive your key card.
9. Lockers are available in the In-Residence for you to store items during your visit. The hotel does not accept any liability for possessions left unattended. We ask that no personal items are left in lockers when you leave In-Residence. Locker keys must not be taken off the premises.
10. Access to the gym facility is included in your daily or monthly membership. Please sign in at the gym reception at The Lodge before use, displaying your lanyard as proof of membership.
11. Monthly membership includes unlimited access to the In-Residence facilities 7 days a week between 7am and 7pm (subject to availability).
12. Specific work spaces within the In-Residence facility cannot be reserved in advance.
13. Monthly membership is payable by direct debit on a rolling monthly basis. Payments are taken on the 1st day of each month. Access to the spa / pool facilities is not included in day or monthly memberships.
14. The hotel reserves the right to evacuate the hotel in the event of a fire alarm or other emergency irrespective of whether it is a genuine emergency or not, in order to protect all guests and staff and in this event, does not accept any liability of any disruption to your work.
15. All entrance fees, subscriptions and other receipts shall become the property of the hotel and on cancellation or termination of any membership, no refund will be processed to the member of any part of the fee.
16. Direct debits are processed on the 1st day of each month.
17. If either your monthly direct debit fee or any form of monthly payment is not honoured for any reason, you shall pay the hotel on demand the administration fee of £20.00 for each transaction failure (to be charged or waived at our discretion)
18. If you fail to pay the amount due under this period for a period of more than 30 days then all outstanding payments may be passed to a third party for collection, any additional costs will be borne by the individual who the membership is assigned to.
19. Membership can be cancelled at any time subject to 1 month's written notice.
20. Members are expected to behave in an orderly fashion at all times whilst in the In-residence and gym premises. Any damage to the In-residence or gym property shall be paid for by the member.
21. Over 18's only are permitted to use In-Residence and gym facilities.
22. The hours which the In-residence facility is open are stated in clause 10. Members will be given reasonable prior notice of any intended closure or changes to timings.
23. No dogs are permitted in the In-Residence facility.
24. Shrigley Hall reserves the right to refuse entry, eject or cancel the membership of any guest who does not comply with the above guidelines.