



Please take a few moments to read the following to your group - it is to ensure your stay is a pleasant one. Once you have done this please sign one copy of the rules and fax it or return it to the receptionist on arrival. This is an acknowledgement that your group has understood the rules and that you are responsible for the groups behaviour.

### **1. DEPOSIT**

One group leader with will be required to give a credit card upon arrival for a "Group Deposit". This will need to be the card holder. We will pre-authorize the card for £300. All or part of the deposit will be lost if any of the following rules are not adhered too (this list is not conclusive):

### **2. INTERFERING WITH FIRE ALARM, FIRE EXIT OR SMOKING IN THE ROOM**

- It is illegal to smoke in the building or to interfere with the fire alarm system. The front steps are not considered as outside space therefore it is forbidden to smoke here also.
- Please note on the back of each bedroom door is a fire notice and escape route. Guests are requested to familiarize themselves with these instructions.
- If you discover a fire, raise the alarm by breaking the 'break glass unit' located on each corridor and then proceed to comply with the following evacuation plan.
- Do not panic.
- Leave the building at once using the nearest escape route.
- Do not stop to collect any personal belongings.
- Assemble outside 'The Travelodge' 100 Kings Cross rd.
- Do not re-enter the building until it is safe to do so and only if directed by a member of staff.

### **3. ALCOHOL**

**The consumption of alcohol is strictly for over 18's ONLY.** Any group in possession of alcohol in bedrooms will see their bottles confiscated and destroyed. Alcohol bought at the bar can be enjoyed in the basement area. Bar entrance is for over 18's ONLY. It is strictly forbidden to bring alcohol in the building. If you are found in possession of alcohol not bought in the premises you will be fined of £50 per person. Please note that this is an obligation by law and as such we are required to enforce it.

### **4. GROUP LEADERS**

1 Group leader for every 25 student MUST be with the group at all times while in Clink, in case of an emergency or bad behaviour.

### **5. NOISE**

Please respect our neighbours and other guests staying at Clink. Excessive noise or misbehaviour from a group will not be accepted. If guests persist in making excessive noise, they will be asked to leave with immediate effect and will be charged for any losses incurred by Clink.

## 6. COACH PARKING

Not respecting the coach drop off/pick up rules. Please consider the following information for groups arriving by coach to Clink Hostel, 78 Kings Cross Road:

- It is not permitted by Camden/Islington council to park coaches in front of the Clink on Kings Cross Road or Great Percy Street as this will block traffic.
- There are 2 coach bays on Kings Cross road. They are located just in front of the Travelodge on each side of the road. These bays are for pick up or/and to drop passengers ONLY. Coaches are allowed to stop there for a maximum of 20 minutes.
- In case these 2 coach bays are occupied, the coach can park in Vernon Rise. Turn right in Vernon Rise. Vernon rise is the street between the church and the Travelodge when arriving from Kings Cross station. If you have passed the Travelodge then take the first left on Great Percy street, take the roundabout and go back down in Vernon Rise. It is a very short walk to Clink. There are spaces for 2 coaches on Acton Street but you cannot stop for more than 5 minutes. It is marked as bus stop on the road. It is the street on the right after the Travelodge coming from Kings Cross station.
- Please note that Clink Hostel does not organize coach parking. We recommend all drivers to book their parking places before coming to London.
- The council will be clamping buses that are stopping or parked illegally.
- In the event of having a coach stopping/parking illegally, Clink hostel will refuse to check-in the group in. No refund will be given. If it happens during a group stay they will be fined £350.
- OBSTRUCTING TRAFFIC OR PARKING WILL NOT BE TOLERATED.

## 7. KEY CARDS

Please return all key cards to reception. ALL CARDS MUST BE RETURNED TOGETHER BY THE LEADER. (Keep the envelopes). We will charge £3 for each card not returned.

Again we wish you an enjoyable stay, if you have any questions please feel free to contact reception, which is staffed 24 hours a day.

Management **DOES NOT** accept responsibility for any items lost, mislaid or stolen during your stay at Clink. Make sure to use your bed lockers (bring your own padlock).

Please sign and **return this paper to reception.**

**DATE:**

**Name of group:**

**LEADER NAME:**

**Mobile number:**

**COACH COMPANY NAME:**

**Registration number:**