

The Warwick Square Company Limited

Warwick Square Garden (“the Garden”) is privately owned by The Warwick Square Company Limited (the “Company”) and managed for the benefit of those Warwick Square property owners who are shareholders of the Company and the residents of those properties. The Garden is on the English Heritage Register of Parks and Gardens of Special Historic Interest and is listed Grade II.

Amended Garden Rules: May 2020

I Garden Access

- Access to the garden is limited to authorised key holders, their household members and their accompanied guests.
- Authorised key holders are allowed up to SIX accompanied guests at any one time (subject to a limitation of three accompanied guests on weekdays between 4.00pm and 6.00pm)
- Access to the tennis court is restricted to only Tennis Subscribers and their accompanied guests.
- Garden users accept that they enter the garden at their own risk: neither the Company nor its Directors, Officers or Managing Agents accept any liability for loss or damage to personal property or for personal injury incurred in the Garden by Garden users.

II Prohibited Activities

- No ball games permitted
- No disturbing noise or music
- No cycles – except in the Eastern Half of the Garden
- No unsupervised children under the age of 12
- No equipment of any type including barbecues
- No climbing or damage to trees, shrubs, plants or flower beds
- No pets without written permission of the board – except leashed dogs in the Western Half of the Garden
- No fouling of lawns or borders: any fouling of paths must be removed
- No littering
- No parties without the prior permission of the Garden Committee
- No abusive or offensive behaviour towards other garden users and/or Company employees; it is strictly prohibited and will result in unilateral deactivation of the relevant fob while a formal complaint is investigated.

BY ORDER OF THE BOARD

THE WARWICK SQUARE COMPANY LTD

III Breach of Garden Rules

- Observance of the Garden Rules is a strict condition of Garden access for any person.
- Breach of Garden Rules by key holders, their household members or guests may result in deactivation of the key holder's entry card at the sole discretion of the company.
- The Company reserves the right, at its sole discretion, to impose a charge for reactivating the entry card of offending key holders.
- Repeated breaches of these Rules may result in permanent entry card deactivation.
- Please refer to the Disciplinary Procedure attached as Appendix 1

IV Authority

- These Garden Rules are established by the Board of the Company pursuant to clause 4(iii) of the Articles of Association
- The Board of Directors administers the Garden through its Garden Committee and its Managing Agents
- Any resident is authorised to approach Garden Users to remind them of their obligation to respect the Garden Rules.

Appendix 1 - Disciplinary Procedure

1. In the event that a key holder is in breach of any of the Garden Rules another key holder may report them to the Garden Committee through Fry and Co.
2. The report should include as many details as possible including time, date and full details of the breach.
3. The Garden Committee will consider the breach and agree one of the following actions:
 - a. A verbal warning
 - b. A written warning
 - c. Attendance at a disciplinary hearing as detailed below
4. The Garden Committee will advise the informant of the action taken, through Fry and Co.

Disciplinary Hearing Procedure

1. The Garden Committee will contact the key holder in breach and arrange for a meeting. The key holder may bring a friend or family member to the meeting as a witness.
2. The Garden Committee will arrange for a panel of a minimum of two members of the Committee to oversee the hearing.
3. The Panel will present the details of the breach and hear the response of the key holder. This will be followed by a brief question and answer session.
4. After the meeting the Panel will review the information and agree the next action.
5. The Panel has the right to withdraw access to the Square:
 - a. For Internal members – for up to 3 months
 - b. For External members - permanently
6. The Panel's decision is final.
7. Annual Fees paid for access will be proportionally refunded.
8. There will be a fob reactivation charge of £25 at the end of any withdrawal period.