

The Warwick Square Company Limited

Garden Rules 2021

Warwick Square Garden (“the Garden”) is privately owned by The Warwick Square Company Limited (the “Company”) and managed for the benefit of the 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.

I Garden Access

- Access to the garden is limited to authorised fob holders, their household members and their accompanied guests.
- Households will only be issued one fob per household.
- Authorised fob 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 registered to Tennis Subscribers and their accompanied guests.
- Fob holders may bring into the garden external trainers for fitness/yoga/tennis on the following basis:
 - a) Your trainer must have Public Indemnity insurance and you should send a copy of this to our managing agents Fry and Co before any training commences;
 - b) Your trainer must only train you, other members of your household or other fob holders;
 - c) You and your trainer may not use trees, benches or other garden items for training.
- 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 except through personal headphones
- No cycles – except on the paths 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. Leashes must be less than 2 metres long.
- No fouling of lawns or borders. Any fouling of paths must be removed
- No littering – if bins are full please take your litter home.
- No parties except those organised by the Garden Committee

- Abusive or offensive behaviour towards other garden users and Company employees is strictly prohibited and will result in unilateral deactivation of the relevant fob while a formal complaint is investigated.

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 fob holders, their household members or guests may result in deactivation of the member's fob at the sole discretion of the company.
- If the rules are breached, the Company has the right to deactivate the member's fob immediately pending an internal investigation.
- The Company reserves the right, at its sole discretion, to impose a charge for reactivating the entry card of offending fob holders.
- Repeated breaches of these garden rules may result in permanent entry card deactivation.
- Please refer to 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.
- Please also refer to our General Privacy Rules at this link [Garden Rules](#)

Appendix 1 - Disciplinary Procedure

1. In the event that a fob holder is in breach of any of the garden rules another fob 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 Managing Agents will contact the fob holder in breach and arrange for a meeting between the fob holder and the relevant Garden Committee/Board members. The fob holder may bring a friend or family member to the meeting for support.
2. The Garden Committee will arrange for a panel of a minimum of two members of the Garden Committee/Board to oversee the hearing.
3. The panel will present the details of the breach and hear the response of the fob 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 course of 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
 - c. For those renting flats – for up to length of rental
6. The Panel's decision is final.
7. The remaining annual fee will not be refunded.
8. There will be a fob reactivation charge at the end of any withdrawal period.