

Last updated October 2025

Accommodation Terms & Conditions and Privacy Notice

By placing a booking with us, you and your booking party agree to the following terms and conditions as set out. If you have any questions about your booking, please contact our team via the details provided at the end of this document.

All guests agree to always respect the privacy and peace of all other staying guests and neighbours. We reserve the right to cancel a booking with immediate effect if guests are not honouring this agreement or are causing a disturbance to other guests and neighbours.

Booking process

To place a booking the lead guest must be at least 18 years of age. Where the person making the booking is different from the lead guest taking the occupation, the person making the booking will be held responsible for cancellation, non-arrival, and damages as set out within. Only the lead guest and the named booking party are allowed to use the property and its facilities, any third-party visitors are only allowed access at our express permission.

To confirm your booking, we will require a full payment from a valid credit or debit card. Entry to the bedrooms will only be permitted after the full payment has been received.

Arrival & Departure

Guests must check-in and check-out by the times stated below.

- Check-in from 2.30pm, guest keys will be located at the Tudor Street Gate House which is operated 24 hours a day.
- Check-out by 10.00am on the day of departure. Keys should be left on the desk in the room.

Please note we are unable to offer early check-in or late check-out.

Luggage Storage

Cloakroom facilities maybe available, Monday - Friday from 9.00am - 5.00pm in the Treasury Building, for luggage storage. Unfortunately, this service cannot be guaranteed outside of these hours, please contact us in advance to check availability.

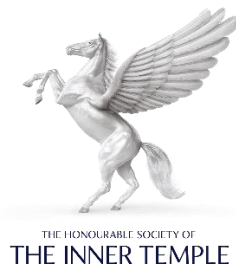
Breakfast

There is no breakfast facility within the accommodation, guests will have minor catering amenities provided in the room and can use the mini fridge for chilling food and drinks.

In the local vicinity there are many food outlets and restaurants, as well as The Pegasus Bar & Restaurant onsite, which is open from (9.00am – 10.00pm) Monday - Friday. A table can be booked online at www.innertemplevenuehire.co.uk or takeaway is available.

Room Facilities

- King bed with en-suite bathroom
- Iron and pull-out ironing board in the wardrobe
- Fridge in the cupboard (if you would like to chill your own refreshments) *Please note the fridge in Chaucer Room is currently out of service*
- Tea/Coffee making facilities
- Hair dryer in the bureau
- TV with Free View



Bedding

The bedding includes a mix of polyester and goose down. If you have any allergies, kindly contact us after making your booking, we may be able to provide an alternative to the goose down.

Heating

The heating control panel is a round dial located behind the bedroom door. The system may take some time to warm up, so we recommend turning the dial to maximum initially, then adjusting to your preferred temperature once the room has heated.

Please also check that the radiators are on. Each has a dial on the side that can be adjusted as needed.

Important: Please do not touch the silver key next to the heating dial, as this will turn off all heating and affect the hot water supply.

Wi-Fi

Wi-Fi is available from Inner_Temple . The password is: Tud0rG4t3. Please note that the Wi-Fi is intermittent and cannot be guaranteed.

Cancellations & Deposit refunds

If for any reason you need to cancel your booking, five full working days' notice in writing must be given to the Catering Department, otherwise the full payment will be retained.

Guests that need to cancel a booking should contact us as soon as possible via email venuehire@innertemple.org.uk or by calling The Inner Temple Catering office during office hours on 020 7797 8230.

Office hours: Monday - Friday 9.00am - 5.30pm (Excluding bank holidays).

Guests who are unable to attend or fail to attend for whatever reason forfeit their full payment. It is suggested that booking guests take out appropriate holiday/cancellation insurance where required.

In the rare event we need to cancel your booking with us, please be aware that we cannot be held liable for circumstances beyond our control. Our liability to you is limited to the refund of any payment already made with respect to The Inner Temple Accommodation booking only.

The Inner Temple reserves the right to cancel any booking for-with and without any liability on its part. This is in the event of any circumstance which shall prevent The Inner Temple from performing its obligations in connection with any booking.

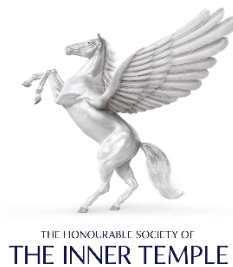
Promotion Terms & Conditions

Terms and conditions may differ for individual promotional offers and reduced rates, please see the promotional Terms and Conditions for more details.

Damages & Lost Property

We reserve the right to charge the lead guest for any damages caused through the course of a booking by any member or guest of the booking party. This includes but not limited to breakages, spillages, stains, and damage to furniture, fixtures, and fittings. Any accidental damages should be reported as soon as possible to minimise damage and associated costs.

You have full responsibility of the room access cards issued to you for the duration of your stay. If lost or un-returned these will be chargeable.



Any lost property, if discovered and found left behind by guests during a stay will be held for a period of one month, except for perishable products which will be kept a maximum of three days. While we will make our best efforts to reunite lost property with their owners, we accept no responsibility in replacing lost items and encourage guests to ensure they have all their belongings before checking out. We may agree to post lost items upon request at a cost to the guest.

Smoking

Smoking or use of any products including, but not limited to cigarettes, pipes, e-cigarettes, e-liquids, vapes, cigars, snuff, or chewing tobacco in all our bedrooms is strictly prohibited. A cleaning fee or the cost of repairing any damage or loss of business caused will be charged to your account or may be deducted from your debit/credit card after your departure. This value is at the Management's discretion but no less than the value of a full night's rate.

Pets

We do not accept pets throughout the accommodation, except for service/guide dogs.

Vehicle Access

Parking is chargeable for all vehicles during the week (Monday - Friday, 9.00am – 5.00pm). During the weekend you can stay free of charge if you are staying in the overnight accommodation. Parking permits must be purchased in advance of your stay, directly from The Inner Temple Treasury Office. Opening hours are Monday - Friday, 9.00am - 5.00pm. Please call 020 7797 8250 or email enquiries@innertemple.org.uk.

Hard copy permits are only issued for those purchasing a permit in person. Otherwise, the permits will be added to the central database which is checked by the Car Park Staff.

If you are parking after 5.00pm on a Friday and staying overnight please email your name, vehicle registration and a contact number to porters@innertemple.org.uk. They are the onsite security team and require a record of who is parking.

Accommodation Access

The Hirer acknowledges in making this booking that due to the English Heritage Laws, there are historical building restrictions, unfortunately this means the installation of a lift is not permitted. Therefore, these residences are not suitable for persons with mobility restrictions.

The rooms are located on the 3rd Floor, on the left-hand side of the corridor. There are two doors to enter before reaching your bedroom: an outer black door and a white door.

Boswell and Chaucer are suitable for a maximum of 2 persons, we do not have the facilities for additional beds or cots. The Hirer is not permitted to bring in temporary beds, cots, or mattresses in.

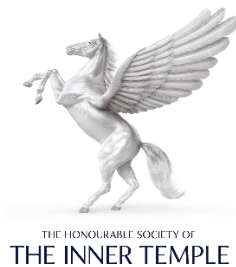
Accommodation Cleaning

If you are staying more than one night, your room will be cleaned between 10.00am - 12.00pm and the refreshments, towels and toiletries will be replenished. If you have used a do not disturb sign on the door, the cleaner will not enter the room, therefore the room will not be cleaned or replenished.

Planned Preventative Maintenance

The Inner Temple estate including Chaucer Room and Boswell Room of 3 Dr Johnson's Building, are subject to planned preventative maintenance (PPM). The Inn operates a 5-year rolling plan of PPM.

While we endeavour to minimise disruptions, we cannot guarantee that there will not be scaffolding or other works at the time of your stay. Any scheduled maintenance will be communicated to you in advance as soon as we are aware.



Emergency Contact

Should you have an emergency or need to report a problem with the room during office hours: Monday – Friday, 9.00am – 5.30pm (excluding bank holidays) please contact The Inner Temple Catering office on 020 7797 8230 or email venuehire@innertemple.org.uk.

If you have an emergency outside of office hours or need to report an issue with the room, please contact The Inner Temple Duty Porter on 020 7727 8255. The Duty Porter is available 24 hours a day.

Privacy Notice

We are committed to protecting the privacy and personal data of our guests. This Privacy Notice outlines how we collect, use, and protect your personal information in accordance with the UK General Data Protection Regulation (UK GDPR).

Collection of Personal Data

We are required to keep a register of guests over the age of 16 who stay with us, including full names. This is in accordance with the Immigration (Hotel records) Order 1972. Additionally, we collect the following personal information:

- Contact details (address, email, and phone number)
- Payment information
- Special requests or preferences

Use of Personal Data

We use the collected personal data for the following purposes:

- Booking and managing your stay
- Providing requested services and amenities
- Processing payments
- Contacting you regarding your reservation or enquiries
- Complying with legal obligations

Legal Basis

We process your personal data based on the following legal bases:

- Performance of a contract: to fulfil our obligations related to your stay and provide requested services.
- Legal compliance: to comply with the Immigration (Hotel Records) Order 1972, Data Protection Act 1998 (DPA), and General Data Protection Regulation (GDPR).

Data Retention

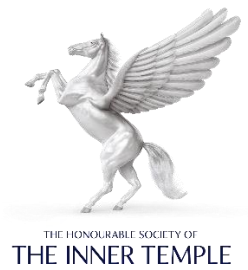
We keep guest records, including full names, for a minimum of 12 months in accordance with the DPA and GDPR.

Data Security

We implement appropriate technical and organisational measures to safeguard your personal data against unauthorised access, loss, or alteration. However, no method of transmission over the internet or electronic storage is entirely secure.

Third Parties

We may share your personal data with trusted third parties, such as our payment processors or service providers, strictly for the purposes outlined in this Privacy Notice. We ensure that any third parties with whom we share your data adhere to appropriate data protection standards.



Your Rights

You have the right to:

- Access, rectify, or erase your personal data
- Object to or restrict the processing of your personal data
- Withdraw your consent, if applicable
- Lodge a complaint with the relevant data protection authority

Contact Information

If you have any questions or concerns, please contact us at:

The Inner Temple Catering Team

The Honourable Society of The Inner Temple

Crown Office Row

London

EC4Y 7HL

venuehire@innertemple.org.uk

020 7797 8230

Please note, we may update this Privacy Notice periodically.