

**JACOB'S INN
CODE OF CONDUCT FOR GROUPS**

****Leader must ensure all the group are aware of our Fire Exits, Stairs and Assembly Point in the event of a Fire** Ask reception staff if assistance is required**

**I understand to fully comply with and enforce the above condition
ELECTED GROUP LEADER**

GROUP NAME:

CONTACT NAME.....

TEL.NO:

DATE OF ARRIVAL:

DATE OF DEPARTURE:

NO.IN GROUP.....

ADDRESS.....

.....

ID NUMBER.....

SIGNATURE.....

DATE.....

DETAILS OF DAMAGE DEPOSIT

Please Note Pre Authorisations Will hold funds for 10 WORKING DAYS

Amount of cash received.....

Credit card no.....

Expiry date.....

Name on the card.....

DETAILS OF DAMAGE DEPOSIT RETURNED

Date cash returned.....

Amount received.....

Signature.....

Code of Conduct for Groups

Groups are most welcome to stay at Jacobs's Inn Hostel. From past experience with some groups it is now company policy to charge a fully refundable damage deposit of a maximum amount of €300 per group or €20 per person. This will be charged on arrival to all groups by cash or Pre Auth. Please Note Pre Authorizations Will hold funds for 10 WORKING DAYS on the Guest's Credit card

It will be refunded on departure provided the group has adhered to the rules of the hostel, listed below:

- **Alcohol is not permitted in bedrooms / corridors however may be consumed in the common room until 10pm in moderation.**
- **Non-residents are not allowed back to the hostel at night time. All residents must produce their security pass, which they receive on check-in to the Night Security Staff on request.**
- **The use of strong or abusive language to a guest, member of the public, staff or management will not be tolerated. Intimidating/aggressive body language/behaviour to any of the above is equally unacceptable.**
- **Any group member causing accidental or malicious damage or theft to Jacob's Inn or to another guest's property will have to, prior to departure, pay all repair/replacement costs in full. Similarly, any tampering with fire detection, fire-fighting equipment will incur the same penalty.**
- **Any disturbance caused to another guest by shouting, singing, music, running around corridors is forbidden at all times.**
- **SMOKING IS NOT PERMITTED in Jacob's Inn by law.**
- **Rubbish or items of personal or hostel property thrown from any window onto the street has the potential of causing an innocent party serious injury and all offenders will be prosecuted.**
- **Check out time is 11am on the morning of departure.**
- **A Group Leader must be appointed for each group and will deal with any problems related to the group.**
- **Any breach to the above code of conduct will result in the offenders, or in cases of extreme behaviour, the entire group being requested by the staff on duty to leave the property immediately. All pre-paid monies will be forfeited by the group and retained by Jacob's Inn in lieu of loss of business.**
- **Rooms that are left in such a state that incurs additional housekeeping to clean will be fined.**