



Reciprocal Clubs Visitor Policy

- **Letter of Introduction**
Reciprocal visitors shall request a Letter of Introduction (valid for one month) from their Home Club and email it to the Host Club at msd@americanclub.org.tw prior to the visit.
- **Eligibility**
Reciprocal arrangement is not applicable to visitors who are residents of the same city as the Host Club. Visitors must present a passport with a valid Visitor Entry Stamp upon arrival at the Club.
- **Check-in Procedure**
Reciprocal members must present the Letter of Introduction, valid membership card, and passport at the Front Desk to receive a "Visiting Member Card" for access. A deposit of NT\$500 is required at check-in.
- **Residency Restriction**
Reciprocal members must be non-residents of Taiwan.
- **Domestic Helpers**
Personal employees/helpers are not permitted on Saturdays, Sundays, and public holidays.
- **Dependents**
Dependents under the age of 18 are not permitted to check in independently.
- **Guests**
Reciprocal visitors may bring guests with advance request and arrangement. Guest fees apply for all recreational facilities and nursery:
 - Age 3 and above: NT\$500 weekdays / NT\$1,000 weekends & holidays
 - Nursery: NT\$100 per hour per child
- **House Rules**
Reciprocal members must comply with the house rules of the Host Club, the same as regular Club members.
- **Settlement of Payment**
All payments must be settled on the day of visit by major credit card (Visa, MasterCard, American Express) or cash.
- **Parking**
The Club parking facilities are for Club members only.



American Club Taipei Fact Sheet

Address	47, Bei An Rd., Taipei 10462, Taiwan, ROC
Telephone	886-2-2885-8260
Web site address	www.americanclub.org.tw
Membership email address	member.team@americanclub.org.tw
Membership contact Person	Ms. Rong Lai / Ms. Ada Wang / Ms. Michelle Tsai
Introduction letters contact email	msd@americanclub.org.tw
Location	The closest MRT stations to the Club are Jiantan MRT Station on the Red Line and Dazhi MRT Station on the Brown Line.
Facilities and Recreation	<p>Sigis- Italian Restaurant</p> <p>Gyson- Japanese Restaurant</p> <p>Terrace- Coffee Shop</p> <p>Rendezvous- Lounge Bar</p> <p>Market</p> <p>Hair Salon</p> <p>Pool Room</p> <p>3 outdoor Tennis Courts</p> <p>2 Squash Courts</p> <p>1 Multifunction Courts</p> <p>Fully Equipped Fitness Center</p> <p>Wet and Dry Saunas</p> <p>Men's and Women's Locker Rooms (2 each)</p> <p>Library</p> <p>Banquet/Function Room</p> <p>Game Room</p> <p>Nursery, Children and Teen Facilities....etc</p>



Hours of Operation:

Information & Member Services Desk	Daily	8:00 am – 10:00 pm
Sigis	Daily	11:30am - 9:30 pm
Rendezvous	Daily	11:30 pm - 11:00 pm 9:00 pm last order for food
Terrace	Daily	7:00 am - 9:30 pm
Terrace Salad Bar	Lunch Daily Dinner Daily	11:30 am - 2:30 pm 5:30 pm - 9:00 pm
Gyoson (Closed on Mondays)	Lunch Daily Dinner Daily	11:30 am - 2:00 pm 5:30 pm - 9:30 pm
Market	Daily	10:00 am - 9:00 pm
Banquet Office	Mon – Fri	10:00 am – 6:00 pm
Racquet Courts	Daily	6:00 am - 11:00 pm
Pro-Shop & Reservation	Daily	7:30 am - 9:00 pm
Swimming Pool & Jacuzzi	<u>Summer (May – Oct)</u> Daily <u>Winter (Nov – Apr)</u> Daily	6:00 am - 8:30 pm 6:00 am - 8:00 pm
Fitness Center	Daily	6:00 am - 9:30 pm
Hair Salon	Daily	10:00 am – 7:00 pm
Game Room	Daily	9:00 am – 9:00 pm
Nursery	Daily	9:00 am – 9:00 pm
Library	Sun – Thu Fri & Sat	10:00 am – 7:00 pm 10:00 am – 9:00 pm



Club Information:

Dress Code	<p>To ensure proper health, safety and a clean, professional appearance, the Club requires both appropriate attire and footwear throughout Club premises at all times. The Club maintains two dress codes (Casual and Relaxed) as described below. Applicable dress code is normally determined by the venue (i.e., rooms/areas of the Club) that Members and their Guests are visiting. Vulgar attire (e.g., attire with printed profanities as part of its design) is strictly prohibited.</p> <p>Members or their registered Guests must wear proper sports attire whenever engaging in sports or other fitness center activities. Rules governing Fitness Center Attire are posted within the Fitness Center Facilities and may be monitored by Fitness Center Staff.</p> <p>Soiled or sweaty sports clothing can cause offense to other Members. Members are asked to exercise consideration in avoiding dining in any outlet (with the exception of the Terrace Lanai) and using the elevators in soiled or sweaty sports clothing and are requested to change into fresh clothes before using the indoor areas of the Club.</p> <p>Persons twelve (12) years of age or older are expected to adhere to all Club dress codes. Those under twelve (12) years of age should wear attire generally equivalent in formality. Common sense and courtesy towards fellow Members and Guests is essential. The following are recommended guidelines:</p> <p>A. Dress Code Descriptions:</p> <p>Club Attire – Indicates clean clothing that is suited to the character of the Club, including comfortable footwear such as flip-flops, sliders, and open sandals. Roller shoes and any other similar footwear with rollers are strictly prohibited to anyone throughout the club premises at all times.</p> <p>Basketball/tank tops for men are prohibited, unless an undershirt is worn, or the top is covered by a jacket.</p> <p>Relaxed Attire – Indicates a more relaxed dress code that allows</p>
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	<p>basketball/tank tops for men and exercise clothing, provided it is not soiled or sweaty.</p> <p>Swimwear – Swimwear is restricted to the pool area, the nearby the locker rooms. As a courtesy to other Members using Club facilities, the use of a cover-up is required whenever proceeding from the locker rooms, located near the Pro Shop to the Pool area.</p> <p>B. Required Dress Codes for Club Dining Venues:</p> <p>Sigis:</p> <p>(a) Inside – Club Attire</p> <p>(b) Deck – Club Attire. (Swimwear and towels are not permitted at any time.)</p> <p>Gyoson – Club Attire</p> <p>Rendezvous: Club Attire</p> <p>The Terrace:</p> <p>(a) Inside – Relaxed Attire</p> <p>(b) Terrace Lanai – Relaxed Attire (Sweaty sports clothing are permitted, due to the location to the tennis and squash courts.)</p> <p>Club events: Club Attire</p> <p>Market – Relaxed Attire</p> <p>Private Functions – Members are requested to contact the Banquet Manager for detailed advice covering appropriate attire for the following areas: Poolside, California Room, San Francisco Room, Miami Room, and the Chicago Room.</p> <p>C. Decisions made upon matters governing appropriate attire by the General Manager are binding.</p>
Gratuities	A 10% of service charge will automatically be added on Food & Beverage items, tipping is not allowed in the Club.



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Guests	<p>No restriction on the number of guests that reciprocal members may bring though they must be accompanied by reciprocal member and the guest fee is applicable for facilities usage.</p> <p>NT\$500 per guest/ per day on weekdays.</p> <p>NT\$1,000 per guest/ per day on weekends & Holidays.</p> <p>Please also be advised that all Guests to the Club must be registered by the Reciprocal Member and two dedicated Guest Registration PCs will be provided at the front desk.</p> <p>We will then issue a <u>“Visiting Member” access control card</u> for them when entering the club to use our facilities.</p>
Meeting and banquet rooms:	<p>The California Room for groups of 80 - 250</p> <p>The Miami Room for groups of 15-20</p> <p>The San Francisco Room for groups up to 30</p> <p>The Chicago Room for groups up to 25</p>
Accommodation	<p>Hotel Alliance:</p> <p>Grand Mayfull Hote Taipei</p> <p>The Taipei Marriot Hotel</p> <p>Radium Kagaya International Hotel</p> <p>The RSL Cold & Hot Springs Resort Suao</p>
Parking	<p>For members (American Club Taipei) only.</p>



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Payment	Prefer billed direct to members. NT dollars Cash or credit card. The following credit cards are accepted: Visa, Master Card, JCB and American Express.
Sales tax	5% of VAT all inclusive.
Smoking	Smoking permitted in designated areas.
Other additional information	<ol style="list-style-type: none">1. Due to fluctuating rates of exchange, members using reciprocal arrangements from overseas clubs are requested to settle all payments prior to departure.2. Weekend Restriction on Domestic Helpers: No personal employee/helper on Saturday, Sunday and public holidays.
Visiting Rules	Reciprocal Visiting Members shall request the introduction letter from the Home Club in advance before visit the Reciprocal Clubs. The club shall prepare the letter for the member and email or fax the copy of letter to the reciprocal clubs prior to visiting the club. Check in - The Reciprocal Visiting Members shall present the letter, valid membership card and passport while check-in at front desk. Member Services Desk will then issue a <u>“Visiting Member” access control card</u> with the expiration date for them when entering the club to use our facilities.
Domestic Caregivers of children (Helper)	A. General Access & Identification <ol style="list-style-type: none">1. Members’ Personal Employees (Domestic Caregivers for children or adults needing assistance) are granted access to perform duties such as childcare or nursing care for Members or their

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	<p>guests with disabilities.</p> <ol style="list-style-type: none">2. Only Personal Employees are allowed to perform work for Members inside the Club; guests may not perform these duties.3. Personal Employees entering the Club will:<ul style="list-style-type: none">• Be issued personal employee cards.• Wear Club Identification badges while inside the Club.4. All individuals in the Club (Members, family, guests, personal employees) are to be treated with respect, while some restrictions on Personal Employees apply to ensure the Club serves Members effectively. <p>B. Domestic Caregivers (DCs) – Access & Restrictions</p> <ol style="list-style-type: none">1. Weekday Access (Monday to Friday)<ul style="list-style-type: none">• DCs may access the Nursery, Indoor Playroom, Game Room, Children’s Library, Outdoor Playground, Multi Sports Complex, Gyoson, and The Terrace Restaurant.• DCs supervising children in classes (swimming or tennis) must remain in designated helper areas: Tennis courts: on-court covered benches. Pool/Indoor Playroom: table seating by the pool.• DCs must supervise children or attend to individuals with disabilities; other spaces are reserved for Members.2. Weekend/Public Holiday Access<ul style="list-style-type: none">• DCs are generally not permitted on weekends or public holidays, except:
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- California Room: accompanying families for weekend brunch.
- Private event rooms (Miami, San Francisco, California): accompanying families for private parties.
- Make-up workdays (official government workdays, usually Saturdays).
- DCs must sit with the families in Club dining venues.
- DCs registered as personal employees on weekdays may not be registered as guests on weekends for poolside duties.

3. Restricted Areas & Activities

- DCs may not use or be in swimming pools, wading pools, Jacuzzis, or occupy lounge chairs by the pool.
- DCs are not allowed in locker rooms; for showering/changing, they must use the 3 Family Changing Rooms by the pool.
- DCs may not remain in the Club without the Member employer present, unless arranged with the General Manager.
- DCs may not purchase Club food or services; an accompanying adult Member must sign for all purchases.
- DCs attending to adult Members or children/Guests with disabilities may access relevant Club premises without restriction to perform their duties.