



# **Royal School of Artillery**

## **Officers' Mess Instructions**



March 2024





# The Royal School of Artillery

## Officers' Mess Instructions

### Introduction

1. Welcome to The Royal Artillery Mess. This booklet provides information on Mess Rules applying to short stay visitors. Please take a little time to read them.

### Entering Camp

2. Larkhill Camp has two gates, VCP 1 Ross Road is the main camp entrance for you to use if you are arriving at Larkhill after 1500hrs Mon – Fri or at weekends. The contact number for this gate is +44(0) 1980 845802. Please see below a list of taxis that are permitted to enter camp if you are not using a hire or private car.
  - Griff's Taxi – 07900 483030
  - AVID Taxi – 07738 439728
  - Stephens Taxi – 07788 727616 (8 seater)
  - Vision Cabs – 07757 424151
3. All passengers are to be in possession of their Military ID, those that are not will be required to leave the taxi at the gate and book in.

### RA Mess Reception

4. The RA Mess Receptionist is available to answer any questions that you may have. The RA Mess Reception Desk is open and manned Mon – Fri from 0730-1500hrs. The telephone number is, +44(0) 1980-845209 or 94322-5209. Contact e-mail address: [RAMessLarkhill.Reception.ga.uk@sodexo.com](mailto:RAMessLarkhill.Reception.ga.uk@sodexo.com)

### Mess Layout

5. On entry to the RA Mess you find the Alanbrooke Room on your right which is the visitors' anteroom, and directly up the stairs in front of you is the Dining Room. Down the right-hand corridor is the Charlie Payne Room (Bar), the doors at the end of this corridor lead to visitors' accommodation. Rooms with a prefix E are in the East Wing which is the wing furthest right of Reception on entry. Rooms with a prefix C are above the public rooms and the stairs are the other side of the doors at each ends of the public room corridors. Rooms with a prefix W are in the west wing, which is furthest left of reception on entry and is chiefly 14 Regiment RA lives-in territory.

### Checking In

6. All Officers occupying rooms are to complete the Sodexo Registration form which will be in the envelope with your key, and return it to the Mess Reception asap after arrival. Please include an e-mail address and mobile phone number.





Checking Out

- 7. All rooms are to be vacated no later than 1000hrs on the day of departure. If guests wish to retain the room after 1000hrs, they are to make a request to the Mess Staff no later than 24 hours in advance. If you require storage for luggage, depending on where your room is, you can either leave it in a baggage room or the cloakroom in the Mess.
  - a. During Working hours, visitors to the RA Mess are to return their keys to Mess Reception and pay their bill.
  - b. During Silent hours visitors are to deposit their keys and payment in the post boxes found in main Reception.
- 8. Under no circumstances are visitors to leave with keys and without paying. Failure to return a key by 1000hrs on the day of departure will result in a £20.00 bill for a new key to be cut.

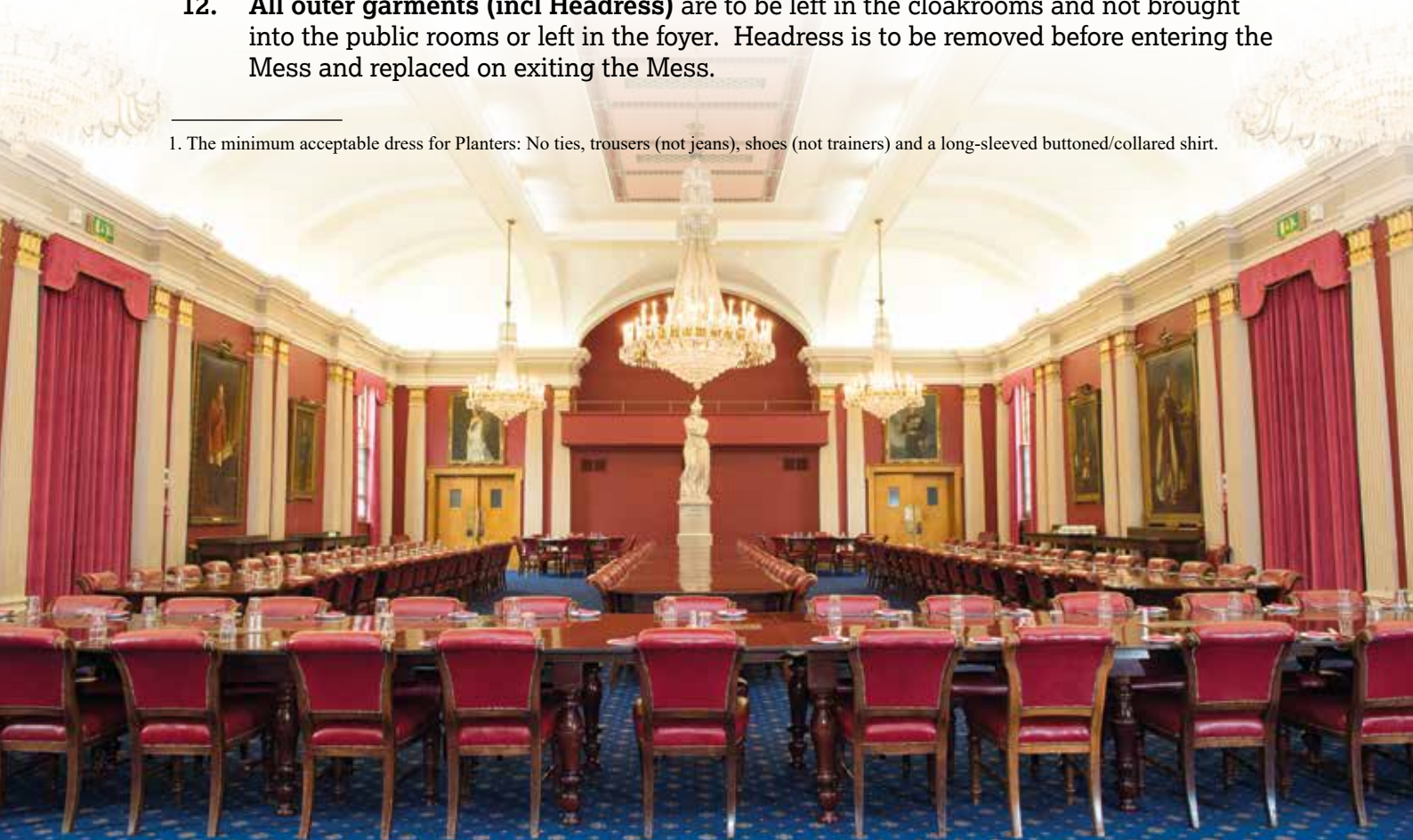
Security

- 9. Visitors are to ensure they always maintain the security of the RA Mess and its priceless contents. On no account are doors to be propped open or left unlocked at any point, door codes should be known by mess members only.

Dress

- 10. The Dress Code for the public rooms which are the Alanbrooke, Charlie Payne (Bar) and Dining room in the RA Mess is as follows (female equivalents apply):
  - a. Mon to Fri 0600 – 1900hrs: Working Dress or “Planters – No Ties”
  - b. Mon to Thu 1900 – 0600hrs: “Planters – No Ties”<sup>1</sup>
  - c. Fri 1730hrs until Mon 0600hrs Smart casual (no shorts, ripped jeans or T shirts)
- 11. **The Weekend (Fri 1700hrs to Mon 0600hrs)** Smart casual wear including clean, respectable chinos with a collared shirt or polo shirt. Female equivalents and summer rules apply throughout.
- 12. **All outer garments (incl Headress)** are to be left in the cloakrooms and not brought into the public rooms or left in the foyer. Headress is to be removed before entering the Mess and replaced on exiting the Mess.

1. The minimum acceptable dress for Planters: No ties, trousers (not jeans), shoes (not trainers) and a long-sleeved buttoned/collared shirt.



Messing

- 13. The Mess is Pay As You Dine (PAYD) and operates an E-Booking In system for all meals via QR code which can be found at the main reception.
- 14. Booking in for lunch should be done by 1000hrs and dinner by 1330hrs on the day of the meal. Please note that you are not required to book in for Weekday breakfast or brunch at weekends. Walk-in choices are available at lunch and dinner and can also be hosted in advance.



- 15. Meal timings are as follows:
- 16. **Working Day** (The hotplate is cleared at these closing times)
  - a. Breakfast 0700 – 0830 (Dining Room)
  - b. Lunch 1230 – 1320 (Dining Room)
  - c. Dinner 1900 – 2000 (must be vacated by 2015hrs) – (Dining Room)
- 17. **Weekends** (Fri evening – Sun night)
  - a. Brunch 0830 - 1230 (Dining Room)
  - b. Dinner 1815 - 1915 (must be vacated by 1945hrs) – (Dining Room)
- 18. If you have any special dietary requirements, you are requested to inform Mess Reception at least 24 hours in advance.
- 19. Should circumstances prevent you from meeting the booking-in times you will still be able to obtain a meal:
  - a. At lunch time, you will be able to order a snack meal in the Bar or select a walk-in option.
  - b. At dinner you will be able to order a walk-in option. Ordering should be no later than 1940.



Bar And Bar Lunches (Cash/Card only for visitors)

20. Timings are:
- a. Bar 1215hrs 1345hrs & 1800hrs – 2300hrs daily
  - b. Bar lunches 1230hrs – 1330hrs on working days only.

Smoking

21. The RA Mess is a no smoking establishment and all rooms have smoke alarms wired to a central alarm system. Smoking areas are to the rear of centre east and west courtyards and the smoking point on the bar patio only. Smokers are required to dispose of their cigarette butts in the receptacles provided.

Mobile (Cell) Phones

22. UK SIM cards are available from Tesco in Amesbury, SP4 7RT.

Internet

23. The RA Mess (not the Baker Block Annexes) and Borgard Building has hard-wired internet in every room. To connect you need to:
- a. Connect your laptop to the even numbered sockets using an RJ45 cable which can be borrowed from the RA Mess Accounts office (between the hours of 0830 – 1500) for a deposit of £15 .
  - b. Open your web browser, which will automatically detect the MediaForce web page. Please inform Reception if you have a problem.
  - c. Select which level of service you require.
  - d. Faults can be reported on 0300 103 0017 between 0800 – 2200hrs every day.
24. You can also connect to Wireless Internet in the Charlie Payne Room (bar).

Bicycles

25. Bicycles are to be secured in the racks provided at the rear of the Mess and are not to be left at the front of the RA Mess at any time or brought into the Mess or Annex accommodation.

Taxi

26. The Mess has a phone in Reception which has a direct link to local taxi firms and they will collect you from the RA Mess.
- Griff’s Taxi – 07900 483030
  - AVID Taxi – 07738 439728
  - Stephens Taxi – 07788 727616 (8 seater)
  - Vision Cabs – 07757 424151

Car parking

27. Parking is provided at the rear of the RA Mess. Cars are never to be parked anywhere other than designated parking spaces. Only personnel checking into the RA Mess are permitted to park the car at the front of the RA Mess, and only for the time it takes to check in. Any baggage/luggage is to be loaded/unloaded from the rear of the RA Mess. You will be required to register your vehicle details with the VCP 1 on Ross Road, where you will be issued with a car pass for the duration of the course. If in a hire car the same will apply.

Useful Contact Numbers

Contact	Telephone Number
Reception	Civ: 01980 845209
	Mil: 94322 5209
Mess Manager	Civ: 01980 845558
	Mil: 94322 5558
Sodexo Duty Manager (Silent hours and the weekend) 07824 303090	
Vehicle Control Points	<b>Ross Road VCP 1:</b> 01980 845794
	<b>Glover Road VCP 2:</b> 01980 845481
14 Regt RA Guardroom	Civ: 01980 845433
	Mil: 94322 5433
RA Mess Secretary	Civ: 01980 845814
	Mil: 94322 5814



# Royal School of Artillery

Royal Artillery Barracks  
Larkhill, SP4 8QT

RSA TIC 24-0200 / 187



- |  |      |  |                 |
|--|------|--|-----------------|
|  | RSA  |  | Other           |
|  | 14RA |  | Mess/Diner/Cafe |
|  | GMT  |  | Defibrillator   |

