

**LOST PROPERTY POLICY**

The Honourable Society of the Middle Temple (“the Inn”) accepts no responsibility for private property whilst it is on our premises, including not accepting liability if lost property is subsequently returned (for any reason) to someone who is not its owner – e.g. it is found that someone has made a false representation to the Inn as to the ownership of the property.

Property which is left on our premises will be kept for the following periods:-

1. Bank/Credit cards – will be immediately returned to the originating bank.
2. Driving Licences will be immediately returned to the DVLA
3. Clothing, umbrellas and keys will be held for one month \*
4. Jewellery and all electrical equipment/devices including mobile telephone, laptops etc. will be held for two months \*
* After these prescribed periods, the items will be disposed of by the Inn as it deems reasonable.

Every reasonable effort will be made by the Inn to identify the possible owner of the lost property item, which may involve searching it. Where ownership can be established, the Inn will contact the owner.

However, for property to be physically reclaimed the Inn will require the owner to (a) provide a detailed description of the item and (b) proof of ID (identity) of the claimant, and (c) the date and location of where the item was lost.

Lost property **MUST** be collected from the Inn **by the owner.** We will not send it by post or pass it to a third party for onward transmission to the owner.

Please note the Inn reserves the right to alter and amend this policy from time to time without prior consultation with third parties.

**Contact details**

All enquiries regarding lost property should be made to the Front of House Office:-

**The Lodge, Middle Temple Hall, Middle Temple, London, EC4Y 9BU,** or

Email - FOH@middletemple.org.uk . - or - Telephone: 020 7797 7768

**Paul Parkes**

**Front of House Supervisor November 2017**