



# RULES OF DARTMOUTH HOUSE

For members of the English-Speaking Union



**ENGLISH-SPEAKING UNION**

discovering voices

**Members are requested to familiarise themselves with the rules of Dartmouth House.**

**The ESU wishes everyone visiting our beautiful House to have a safe and pleasant experience.**

**These rules are subject to alteration from time to time and are supplemented to the Royal Charter and Bye-Laws.**

## 1. MEMBERS' FACILITIES AT DARTMOUTH HOUSE

- 1.1 Dartmouth House provides facilities for individual and corporate members of the English-Speaking Union.
- 1.2 Dartmouth House will normally be open from 8.30am to 10.00pm on Monday to Friday. The ESU reserves the right to close members' areas within Dartmouth House without prior notice.
- 1.3 All members and visitors must sign in at reception. A valid membership card must be shown or entry will not be permitted.
- 1.4 Members must settle their expenses before leaving the premises.
- 1.5 No claim in respect of any property alleged to have

been left or lost by members or their guests will be entertained. Articles left in the cloakroom are done so at the owner's risk.

- 1.6 Members are responsible for any damages caused to Dartmouth House by themselves or their guests.
- 1.7 Please do not remove the reading material or any property belonging to the ESU.
- 1.8 No food or drink purchased outside of Dartmouth House can be consumed on the premises unless authorised by prior arrangement with the House Manager.
- 1.9 All members are asked to care for Dartmouth House as a Grade II listed building and are not permitted to leave personal items on the furniture and fixtures. Personal items can be left in the cloakroom at the member's risk.

## 2. MEMBERSHIP AND ANNUAL SUBSCRIPTIONS

- 2.1 Membership of the ESU is from 14 years of age and upwards.
- 2.2 Members in subscription arrears, will be presented with a final payment request upon their departure

from Dartmouth House by Reception. Members with subscriptions in arrears will be unable to enter Dartmouth House until payment is made.

- 2.3 Membership cards are non-transferable. Replacement cards will be issued at a cost of £5 each.
- 2.4 International ESU members are able to visit Dartmouth House 4 times a year. A membership card or letter of introduction from their Branch must be presented at reception.

## 3. GUESTS

- 3.1 Members are welcome to bring up to 3 guests to Dartmouth House. A guest cannot come to Dartmouth House more than 4 times ever.
- 3.2 Guests must be accompanied by a member throughout their visit.
- 3.3 Persons whose application for membership has been refused cannot be introduced as a visitor.
- 3.4 Children under the age of 8 are not admitted to Dartmouth House without prior permission from the House Manager.

- 3.5 Guests are not able to make purchases while in the House.

## 4. DRESS CODE AND CONDUCT

- 4.1 The dress code is smart casual or European business wear. Casual attire is not permitted (shorts, sportswear or clothing with slogans).
- 4.2 Abusive language and behaviour towards Dartmouth House and ESU staff will not be tolerated and membership may be revoked. Complaints/ compliments forms are available from reception and a formal response from the Director of Operations will be made within 10 working days.
- 4.3 Smoking is not permitted anywhere on the premises.

## 5. BUSINESS MEETINGS AND USE OF EQUIPMENT

- 5.1 Members may not use the public areas of Dartmouth House specifically for business meetings, conferences, presentations, conference telephone calls or interviews. Meeting rooms can be hired by calling 020 7529 1554 or email enquiries@dartmouth-house.co.uk.

## 5. BUSINESS MEETINGS AND USE OF EQUIPMENT (CONTINUED)

- 5.2 The use of electronic devices is prohibited during formal dining hours in the Wedgwood Room. Prior permission must be sought before charging any electronic devices on the premises.
- 5.3 Members shall not use the name, address or imagery of the ESU or Dartmouth House for their own purposes, either business or personal.
- 5.4 Prior permission for staged photography within the House must be obtained from the House Manager or from the Director of Operations. A modest fee may be charged.
- 5.5 Dartmouth House must not be used as a mailing address for any member.
- 5.6 Notices cannot be displayed unless prior permission has been obtained by the House Manager.

## 6. OTHER

- 6.1 Animals may not be brought into Dartmouth House with the exception of guide dogs.
- 6.2 Bicycles may not be brought into or attached to the front railing of Dartmouth House.



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