



# RULES OF DARTMOUTH HOUSE

## For members of the English-Speaking Union

Dartmouth House is the international headquarters of the English-Speaking Union. By becoming a Member of the ESU you are supporting the organisation's charitable aims which are to give young people the speaking and listening skills and the cross-cultural understanding they need to thrive. Profits made from events and member catering at Dartmouth House help to fund the charity, and we thank you for your support.

These Rules are subject to alteration from time to time and are a supplement to the ESU's Royal Charter and Bye-Laws. These Rules apply to all Members of the ESU. All Members visiting Dartmouth House are expected to familiarise themselves with the Rules of Dartmouth House so that everyone has a safe and pleasant visit.

Members are responsible for ensuring that their guests understand and abide by the Rules of Dartmouth House and are responsible for the behaviour of their guests at all times they are on the premises.

### 1. MEMBERS' FACILITIES AT DARTMOUTH HOUSE

- 1.1 Dartmouth House provides facilities for individual Members of the English-Speaking Union.
- 1.2 Dartmouth House will normally be open from 9.00am to 6.00pm, Monday to Friday. The ESU reserves the right to close Members' areas within Dartmouth House without prior notice. Members will have access to The Revelstoke Room and The Bar in Dartmouth House as part of their Membership.
- 1.3 Beverages and snacks will be available to purchase from the catering team throughout the day in Members' rooms
- 1.4 Light lunches will be available from 12 noon in The Revelstoke Room. Prior booking is advised to avoid disappointment.
- 1.5 Once the legal capacity of Dartmouth House is reached, Members will be admitted on a one-in-one-out basis.
- 1.6 All Members must sign in and provide details of their guests using their ESU Dartmouth House membership app. otherwise entry will not be permitted. This is for everyone's safety and security.
- 1.7 Members must settle their expenses before leaving the premises. There are no credit facilities.
- 1.8 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.
- 1.9 Members are responsible for any damages caused to Dartmouth House by themselves or their guests.
- 1.10 Please do not remove the reading material or any property belonging to the ESU.
- 1.11 No food or drink purchased outside Dartmouth House may be consumed on the premises unless authorised by prior arrangement with the House Manager.
- 1.12 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 may be left in the cloakroom at the Member's risk.
- 1.13 All or part of Dartmouth House may be closed to Members and their guests for private events or for necessary maintenance, repair or redecoration work. Where part of Dartmouth House is closed for private events, please honour and respect the privacy of all private events occurring in the House and refrain from communicating any information about the event to third parties via any medium.
- 1.14 Where all or part of Dartmouth House is closed for maintenance, repair or redecoration work, or where the management decides to withdraw facilities or services because they consider that they may pose a risk to the health or safety of our Members, guests or staff, or that they are detrimental to the business, the management will seek to ensure that any such area, facility or service is reinstated as soon as practicable.

## 2. MEMBERSHIP AND ANNUAL SUBSCRIPTIONS

- 2.1 Membership of the ESU is from 14 years of age upwards. Our Frequent Membership scheme is open to persons over 18 years of age.
- 2.2 Memberships are non-transferable.
- 2.3 Members with subscriptions in arrears may not enter Dartmouth House until payment is made.

## 3. GUESTS

- 3.1 All Members are permitted to bring up to three guests with them to Dartmouth House at any one time if prior notice has been given to House Management: [events@esu.org](mailto:events@esu.org)/020 7529 1550. If no prior notice of number of guests is given, then Management reserves the right to decline guest visitors (purely on grounds of capacity). Members should host their guests within the House at all times. Guests may not remain in the House when the Member leaves.
- 3.2 Persons whose application for Membership has been refused may not be introduced as visitors.
- 3.3 Children under the age of eight are not admitted to Dartmouth House without prior permission from the House Manager. Children count as part of guest allowance.

## 4. DRESS CODE AND CONDUCT

- 4.1 We do not have a dress code with the exception that no sporting shirts/colours are permitted, and we ask for safety reasons that flip flops are not worn.
- 4.2 Abusive language and behaviour towards fellow Members, and Dartmouth House and ESU staff will not be tolerated and Membership may be revoked. Complaint/compliment forms are available from reception and a formal response from the Director-General 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 Out of respect for fellow Members in Dartmouth House, Members or guests may only take or make phone calls in designated areas of the House. Elsewhere, phones should be set to silent mode. Texting is permitted.

- 5.2 No cameras, video or other recording devices, whether live-streaming or otherwise and whether on a mobile phone or other medium, may be used while in the House without prior authorisation from management.
- 5.3 Movies, videos, songs, presentations and all other audio must only be played through headphones and should not be audible to any other Member or guest present. Internet calls must only take place in designated areas.
- 5.4 Dartmouth House is intended as a social space and Members may not use the public areas of Dartmouth House for business meetings, conferences, presentations, conference telephone calls or interviews. Meeting rooms can be hired by calling 020 7529 1554 or emailing [info@dartmouthhouse.co.uk](mailto:info@dartmouthhouse.co.uk).
- 5.5 Members shall not use the name, address or imagery of the ESU or Dartmouth House for their own purposes, either business or personal.
- 5.6 Dartmouth House must not be used as a mailing address for any Member.
- 5.7 Prior permission for staged photography within the House must be obtained from the House Manager or from the Director of Operations. A fee is payable.
- 5.8 Notices may not be displayed unless prior permission has been obtained from the House Manager.

## 6. OTHER

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

## PLEASE SUPPORT US

The English-Speaking Union is an educational charity working to ensure young people have the speaking and listening skills and cultural understanding they need to thrive. Our debate, public speaking and cultural exchange programmes improve young people's attainment, self-esteem and social skills, enabling them to live their lives to the full. As a charity, we rely on the generosity of individuals, charitable foundations and companies to help ensure our programmes continue to be accessible to those who need them most. To support our work, please visit [www.esu.org](http://www.esu.org)



ENGLISH-SPEAKING UNION  
discovering voices

Dartmouth House 37 Charles Street London W1J 5ED. +44 (0)20 7529 1550 [www.esu.org](http://www.esu.org) [@theesu](https://twitter.com/theesu) [f/the.esu](https://www.facebook.com/the.esu)

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