



MEMBER HOUSE RULES

Membership database

It is important for us to have current details, plus a photograph for all Members in our membership database at all times. If your contact or payment details change, please let us know as soon as possible.

Access for members

Members can access social areas (bar, restaurant and terrace) on the ground floor and hot desk areas designated by The Ministry management from time to time. Unless permitted by The Ministry management team, Members shall not be permitted to access the upstairs workspaces. All Members of The Ministry are granted access to the programming calendar of cultural events in the club.

Members can access the building using their individual membership card. Members should ensure that their membership card is not used by anyone other than themselves and in particular should take care to ensure that another person does not tailgate them through doors and access the building without authorisation. Any misuse/sharing of a membership card will result in the relevant individual's membership card being suspended and/or revoked.

Lost or stolen membership cards for Members can be replaced by our team at reception. Replacement cards may result in an administration fee being charged.

Private spaces

Members shall be allowed to book private spaces for an additional fee. These include:

- Meeting rooms; and
- Soundproof Studios.

Please see Reception for further details and to discuss making a booking.

Use of the ground floor

The ground floor space is principally a space for social pursuits. Casual working and meetings with guests are permitted in the bar and restaurant but using the space as an all-day office is not allowed. Laptops may be used in the bar and restaurant however you may be asked to move or vacate your table during peak service times for dining.

Guests

Members are permitted to have up to three guests each at The Ministry, at any one time. A larger number of guests is permitted when booking a meeting room, private dining room or a table in the restaurant. Each guest must be registered in advance and provide suitable identification prior to entering the building. Guests of Members may not enter the premises without the Member being present. Members may not be separated from their guests when in the building or allow their guests to remain when they depart. Members are responsible for ensuring their guests follow all house rules and policies and can face

suspension or termination of membership if their guests violate those rules. Subject to the discretion of The Ministry management, all guests shall be over 18 years old.

The Ministry management have the right to refuse entry to any Member or their guests if it is felt that access is being abused or policies not followed.

Event space and cinema

Members have the opportunity to book the event space and cinema for an additional fee.

All bookings will be made in accordance with the Events Policy (as published and updated on the Members' Portal from time to time). Please see Reception for further details and to discuss making a booking).

Dress code

Whilst there is no specific dress code at The Ministry, Members are requested to remain considerate of their fellow Members in what is a shared environment and wear appropriate attire at all times. Anybody dressed in a way deemed inappropriate by The Ministry management team may be asked to change or leave the premises.

Privacy

Members and their guests must be respectful of the privacy of other members, companies and guests at all times. The Ministry is a private establishment, and as such, the use of discretion is important to the fabric of our community. If a Member (or their guest) is deemed to be wilfully indiscreet about other companies, Members, guests or private event clients, their behaviour may lead to suspension or termination of their membership.

Mobile phones

Mobile phones may be used throughout the premises. Members are requested to be considerate of others around them when making or receiving calls, and where possible, move to a space that minimises the level of disturbance for those trying to work or conduct meetings. A member of The Ministry team may ask you to move to an alternative space if you are disturbing others.

Audio/video sound

Movies, videos, songs, internet calls, presentations and all other audio must be played through headphones when in shared spaces, so as not to be audible to other members and guests nearby. Internet calls must only take place in private offices, meeting rooms and soundproof studios.

Illegal drugs/substances

The Ministry operates a zero-tolerance policy to the use of drugs and illegal substances on the premises. No Member or their guests shall purchase, use, ingest, possess or distribute illegal drugs or other substances or attempt to do any of the same while on the property or in the immediate vicinity. Similarly, more than one Member or guest is not permitted into a toilet cubicle at any time. Any Member or guest found violating these policies will be ejected from the premises and have their membership suspended and/or terminated.

Charges/payments

All bills must be settled in full before leaving the premises. The Ministry operates no credit facilities. Members are responsible for any unpaid guests' bills and Members may face suspension if unpaid bills are not settled swiftly.

Food & beverages

No food or beverages purchased externally may be brought into or consumed in The Ministry bar, restaurant area, Cinema, ground floor meeting rooms or soundproof studios. No alcohol may be brought into The Ministry.

Alcohol purchased onsite may be taken to and consumed in the designated hot desk area, subject to complying with the instructions of The Ministry management. It is expected that Members entertaining guests will do so in the ground floor spaces.

Private hire & maintenance

The Ministry management team may at times close all or part of the building to Members and their guests for private events or for necessary maintenance, repair or redecoration work. Where all or part of the building is closed for redevelopment, maintenance, repair or redecoration work, The Ministry team will ensure that any such area (including its constituent facilities and services) is reinstated as soon as possible.

Accidents & injuries

The safety of Members and their guests is paramount at The Ministry. Members and their guests must observe all house rules and any signs published or displayed in the building at all times. If a Member or guest has an accident, or suffers any injury whilst on The Ministry premises, please report this to a member of staff as soon as possible, and in any event, within 24 hours of the incident. This information is needed in order to help us comply with our health and safety obligations and for insurance purposes.

Entering & leaving The Ministry

All Members and their guests are asked to be considerate to nearby residents by being quiet when entering or leaving the premises or while in the surrounding area. Poor behaviour that disturbs our neighbours may lead to membership being suspended and/or terminated.

Animals

No animals are permitted at The Ministry except for assistance dogs.

Smoking policy

All Members and guests are obligated to abide by The Ministry's current smoking policy, and all applicable governmental no smoking laws, rules and regulations. Smoking and vaping are restricted to the clearly signed areas of the courtyard at the rear of the premises only.

Smoking and vaping are not permitted outside the front of The Ministry building. The management reserves the right to make changes to the designated smoking and vaping areas at their own discretion.

Disciplinary procedure

Any conduct by a Member or guest that is prejudicial to the reputation and character of The Ministry may result in the suspension or expulsion of that member or guest. Such conduct may include violent, abusive or intolerant behaviour, the theft or destruction of property, or the sharing of members' information.

All members must abide by the rules and regulations of The Ministry at all times. If the Membership Committee and/or The Ministry management considers that any member or guest's conduct either on or off The Ministry's premises is contradictory to the house rules, The Ministry may expel the Member from the premises and/or suspend or terminate that

Member's membership without providing any reason. An expelled Member may not return to The Ministry as a guest.

Rights and privileges of membership

A Member shall be entitled to all the rights and privileges of The Ministry and shall be bound by these rules but shall have no proprietary rights in any of the premises or in respect of the property of The Ministry.

Amendments to the rules of The Ministry

The management reserve the right to change the house rules at any moment. Such changes can be found on Member's Portal or can be obtained from The Ministry management team.

Interpretation of the rules

In the event of any dispute arising as to the meaning or interpretation of these House Rules, the matter shall be referred to the Membership Committee and/or The Ministry management, whose decision with respect to your membership shall be final and without appeal. These House Rules are incorporated into your agreement with 79 Borough Road Limited (trading as "The Ministry") and shall be interpreted and enforced in accordance with the laws of England under the exclusive jurisdiction of English courts.