



# THE AFTER 5 MEMBER HOUSE RULES

These house rules (“**House Rules**”) must be followed by all members of The Ministry with The After 5 Membership (“**After 5 Members**”) and guests of After 5 Members (“**Guests**”), at all times.

The Ministry management team (“**Management**”) has the right to refuse entry to or remove any After 5 Member or Guest if it is felt that access is being abused or policies not followed.

## **Membership Database**

It is important that The Ministry has current details, including a photograph, for all After 5 Members in its membership database at all times. If an After 5 Member’s contact or payment details change, that After 5 Member must let a member of staff know as soon as possible.

## **Access for After 5 Members**

When accessing the building, every After 5 Member must present their individual membership card and check-in with reception. After 5 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 After 5 Members can be replaced by our team at reception. An administration fee of £5.00 will be charged.

On Mondays and Tuesdays, during the hours of 5pm and 10pm and on Wednesdays, Thursdays and Fridays, during the hours of 5pm and 12pm (or, if later, close), After 5 Members can access the areas on the ground floor (including the bar, café and terrace) and hot desk areas designated by Management from time to time. During the weekend, these areas are not open and may not be accessed.

Unless approved by Management, After 5 Members shall not be permitted access to the upstairs workspaces located on floors 1 to 4.

After 5 Members and their Guests should keep noise and disruption to a minimum when entering and leaving the premises. The area at the front of the premises should be kept clear at all times and bikes and scooters must not be parked in the area directly outside the entrance.

## **Gym**

After 5 Members are not allowed to access or use the gym and any After 5 Member found to be using, or to be providing any Guests or non-members with access to the gym, may face suspension or termination of membership.

## **Guests**

Each After 5 Member may have up to three Guests at The Ministry, for meetings or to attend events, at any one time. The Ministry may refuse entry to Guests during busy periods when space is limited.

A larger number of Guests is permitted when booking the White Space, a meeting room or a private dining room, provided that it is approved by Management in advance.

The name of each Guest must be registered on arrival (or in the case of guests for private hire events, by sending a guest list to The Ministry in advance) and Guests may not enter the premises without the inviting After 5 Member being present. After 5 Members may not be separated from their Guests when in the building or allow their Guests to remain when they depart.

After 5 Members are responsible for ensuring their Guests follow all House Rules and other policies and can face suspension or termination of membership if they or their Guests violate those rules.

Subject to the discretion of Management, all Guests must be over 18 years old and carry photographic ID to be presented to staff if requested.

### **Use of the Ground Floor**

The ground floor space is comprised of the bar, café and terrace all of which may be used by After 5 Members for hot desking or for work, meetings and socialising with Guests. After 5 Members and Guests may be asked to move or vacate space during events.

### **Member Events**

All After 5 Members are granted access to the programming calendar of cultural events at The Ministry, insofar as those events are scheduled during the access times set out above.

After 5 Members can sign up to Member Events through the online Members' Area. If an After 5 Member signs up and fails to attend an event on three separate occasions, that After 5 Member will be barred from attending further events for a period of one month.

### **Private Spaces**

After 5 Members can book private spaces, including meetings rooms, the cinema, event spaces and the studio, for an additional fee. Please email [events@theministry.com](mailto:events@theministry.com) for further details and to discuss making a booking.

All bookings will be made in accordance with the Events Policy (as published and updated on the online Members' Area from time to time).

### **Shared Spaces**

Be respectful of others in shared spaces. Do not use abusive language and do not shout. 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.

Please keep feet off furniture and do not use shared spaces for sleeping. Please look after The Ministry - vandalism and deliberate destruction of The Ministry will not be tolerated.

### **Dress Code**

Whilst there is no specific dress code at The Ministry, After 5 Members are requested to remain considerate of their fellow members in what is a shared environment and wear appropriate attire at all times.

Footwear must be worn at all times and anybody dressed in a way deemed inappropriate by Management may be asked to change or leave the premises.

### **Privacy**

After 5 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 an After 5 Member (or their Guest) is deemed to be willfully indiscreet about other companies, members, guests or private event clients, their behaviour may lead to suspension or termination of membership.

No cameras or other recording devices, whether on mobile phones or other medium and whether being used for photography, to record video, for live streaming or otherwise, may be used while in the shared spaces at The Ministry, unless pre-approved by Management. After 5 Members are responsible for ensuring that their Guests also abide by this rule.

### **Mobile Phones**

Mobile phones may be used throughout the premises. After 5 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.

### **Illegal Drugs/Substances**

The Ministry operates a zero-tolerance policy to the use of drugs and illegal substances on the premises. No After 5 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.

Any After 5 Member (or their Guest) found violating these policies will be immediately ejected from the premises and have their membership suspended and/or terminated.

### **Charges/Payments**

Staff at The Ministry may request that After 5 Members present their membership card when ordering anything in the bar or café areas.

All bills must be settled in full before leaving the place of service. No credit facilities are provided by The Ministry. After 5 Members are responsible for any unpaid bills of their Guests and After 5 Members may face suspension if unpaid bills are not settled swiftly.

### **Food & Beverages**

Consuming food or beverages purchased externally whilst in The Ministry bar, café area, White Space, cinema, ground floor meeting rooms, private dining rooms or studio is strictly prohibited. No alcohol may be brought into any area of The Ministry from external sources.

### **Private Hire & Maintenance**

Management may at times close all or part of the building to After 5 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 After 5 Members and their Guests is paramount at The Ministry. After 5 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 After 5 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**

Dogs are welcome at The Ministry at the discretion of Management and must always be kept on a lead. Assistance dogs are always welcome. We have dog beds and water bowls ready for them.

## **Post**

After 5 Members are not permitted to use The Ministry as a registered office or business/postal address. The Ministry will not accept post or deliveries for After 5 Members.

## **Smoking Policy**

All After 5 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. Management reserves the right to make changes to the designated smoking and vaping areas at its own discretion.

## **Disciplinary Procedure**

Any conduct by an After 5 Member or Guest that is prejudicial to the reputation and character of The Ministry may result in the suspension or expulsion of that After 5 Member or Guest. Such conduct may include violent, abusive or intolerant behaviour, the theft or destruction of property, or the sharing of members' information.

In particular, any disrespectful or abusive behavior of any After 5 Member or Guest(s) towards anyone will be dealt with by immediate expulsion of that After 5 Member and, if applicable, their Guest(s).

All After 5 Members must abide by the rules and regulations of The Ministry at all times. If Management considers that the conduct of any After 5 Member or Guest either on or around The Ministry's premises is contradictory to these House Rules, Management may expel the After 5 Member from the premises and/or suspend or terminate that membership without providing any reason. An expelled After 5 Member may not return to The Ministry as a Guest.

## **Rights and Privileges of Membership**

An After 5 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**

Management reserves the right to change these House Rules at any time. The most up to date version of these House Rules can be found on the online Members' Area or can be obtained from a member of staff.

## **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 Management, whose decision with respect to your membership shall be final and without appeal. These House Rules are incorporated into your agreement for membership 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.