

Application for Membership

Thank you for your interest in joining London Shh... (London Small Historic Houses).

London Shh... is a growing network of the capital's smaller and less well known historic properties. They showcase both outstanding architecture and the lives of illustrious past residents.

Established in 2008, the founding members came together in order to overcome the challenges of promoting these smaller sites, which are off the beaten and which compete with all that London has to offer. The majority of members are registered charities with a small staff and even smaller budgets. Between us, we share experiences, knowledge, events and ideas as well as taking practical and proactive steps to raise our profile and broaden our audiences.

Membership of London Shh... provides:

- A cost effective profile-raising for your property with national and international audiences, as well as with cultural heritage sector colleagues and the media
- A regular professional forum for sharing challenges and finding realistic, affordable solutions
- An individual page on the Shh... website to showcase your house
- Promotion of your exhibitions, events and news stories via our website, e-news and social media channels
- Promotion of your house through our programme of events, such as garden parties, concierge evenings
- Opportunities for access to funding streams, such as *Story of London*

Please read the following joining instructions. If you feel that your historic house meets the membership criteria and would like to be part of London Shh..., please complete the attached Application Form and email to info@londonshh.org.uk

New applications can be made at any time will be considered by the committee at the meeting following your submission. Applicants will be judged on a case by case basis and in the spirit of collaboration. There is an element of flexibility in relation to the criteria set out below. Applicants will be advised of their decision shortly after the meeting.

1) Members' houses should be:

- Listed buildings of architectural and historical interest
- Buildings which previously functioned as a house, typically the former home of a well known person or people
- Located within one of the Inner London boroughs

- Open to the public on a regular basis with published opening hours and entry either by free or paid admission. This excludes privately run properties offering occasional open days
- A Registered Charity, Local authority, National Trust or English Heritage property
- Employing the equivalent of 10 full time staff or fewer

2) What we ask you to contribute:

- To nominate a representative who will act as a point of contact for your house and attend committee meetings which take place every 4-6 weeks
- To assist in devising, planning and running London Shh... events
- Where practical, to host a London Shh... event
- To represent London Shh... positively
- To display London Shh... marketing material and leaflets from other member houses
- To update the London Shh... website with your events and exhibitions
- To contribute to the e-newsletter and social media channels

3) What you can expect from us:

- A dedicated page for your property on our website (www.londonshh.org)
- An illustration of your property for the homepage
- Ability to add your events and exhibitions to our website, with them appearing on the home page as a feature as they are due to take place
- Ability to showcase events and news stories via the e-news and social media channels
- Regular meetings and an AGM at which committee positions are elected

4) Joining and Membership Fees:

Joining fee, to include creation of new artwork for website and first year's membership: £70
 Membership fee, payable annually in April thereafter: £35.00 (reviewed annually)

Terms & Conditions of Membership

- All member organisations must meet the criteria and agree to make the contributions set out above
- If the nature of your organisation changes to the point where it no longer meets the above criteria, the Shh... committee reserve the right to refuse membership renewal
- Membership is renewed on an annual basis

Membership Application Form

London Shh... Representative

Full Name	
Job Title	
Phone Number	
Email Address	

Historic House

Full Name of Historic House	
Type of Organisation (Delete as appropriate)	Independent Museum Registered Charity No..... Local Authority Museum National Trust English Heritage
Address	
Main Phone Number	
Main Email Address	
URL	
Outline of House Activities	
Outline of How House is Funded	
Number of paid staff	

Number of volunteers	
----------------------	--

Public Opening

Days and times open to the public	
Entrance Fee (if applicable)	

Facilities (tick where available in your House)

Period rooms	<input type="checkbox"/>	Wheelchair access	<input type="checkbox"/>
Exhibition programme	<input type="checkbox"/>	Accessible WC	<input type="checkbox"/>
Education programme	<input type="checkbox"/>	Shop	<input type="checkbox"/>
Public events	<input type="checkbox"/>	Café	<input type="checkbox"/>
Venue/room hire	<input type="checkbox"/>	Baby changing facility	<input type="checkbox"/>

Why would you like to join London Shh...?
--

How did you hear about us?

Declaration
I confirm that the information supplied above is correct and that I have the authority to apply on behalf of my organisation.
Signed
Print Name
Job Title
Date

Please return a hard copy to London Shh... c/o Burgh House, New End Square, London, NW3 1LT
 Or scan and send to info@londonshh.org.uk