

## New Property Application

Thank you for your interest in joining London Shh... We are keen to involve more of London's Small Historic Houses in our project.

London Shh... is a collection of some of the city's hidden-gems; small historic houses off the beaten track, which tell the stories of fascinating and famous former residents. London Shh... formed in 2008 with a view to pooling resources in order to encourage more people to discover and enjoy these beautiful houses.

Its membership currently consists of Dr Johnson's House, Benjamin Franklin House, Burgh House, Kelmscott House, Handel House Museum & Freud Museum. All these buildings share small staff and even smaller budgets.

Membership of London Shh... provides:

- A cost effective way of raising the profile of individual properties and Small Historic Houses in general in national & international media, as well the heritage industry.
- A professional forum for sharing challenges and finding solutions
- A way of maximising limited resources
- An individual page on the London Shh website with the ability to add events and news.
- An opportunity to submit topics/ news for the London Shh eNewsletter

Please read the following joining information. If you feel that your small historic house meets the membership criteria and would like to be a part of London Shh... please complete the attached application form and email to [info@londonshh.org.uk](mailto:info@londonshh.org.uk).

New applications will be considered by the existing members committee. Prospective members will be invited to meet the committee, after which it will vote on their inclusion.

### 1) London Shh Houses should be:

- Listed buildings or houses of historic or architectural significance
- Buildings that have functioned as houses, residencies or dwellings
- Regularly open to the public on advertised days of the week through free or ticketed entry (for clarification houses that are privately owned and run occasional open days during the year, cannot be considered).
- Registered charities
- Located in one of the 22 London Boroughs (including The City of London)
- Employ the equivalent of 10 members of staff or less

## 2) London Shh cannot currently consider applications from:

- Houses that are not open to the public on a regular basis (for clarification houses that are privately owned and run occasional open days during the year, cannot be considered).
- Properties managed by English Heritage or National Trust

## 3) What we ask you to contribute:

- To nominate one member of staff with the authority to represent the organisation to attend London Shh... committee meetings, and who will be the point of contact for London Shh... Meetings are held ever 4-6 weeks at a member organisation.
- To help devise joint events
- To positively represent London Shh
- To display London Shh marketing material at their venue
- To link to London Shh... from their website
- To update the London Shh... website with their upcoming public events.
- To volunteer at London Shh... organised events.
- Where practical to consider hosting a London Shh... event

## 4) What you can expect from us

- A dedicated information page for your property on the London Shh... website
- Inclusion on the map on the Houses tab on the London Shh... website
- Ability to add your properties events to the events page, which will appear as a feature on the home page if it is the next event due to happen
- Ability to submit news or events to the eNewsletter

**N.B The line drawings of houses that appear on the website and publicity were commissioned for the six founding members. We regret that we cannot commission drawing for new members. Our website designers are working on an alternative way to feature new members on the home page. Please bear with us!**

## 5) Membership fees

Annual membership fee: £30

## Terms and Conditions of London Shh... Membership

1.) Membership is renewed on an annual basis. All member organisations must meet the criteria set out in 1-3 above.

2) If a member organisation is found to defame or misrepresent London Shh their membership will be terminated without re-fund.

3) If the emphasis of a member organisation has changed significantly so that it does not meet the membership criteria set out in 1-3 then the London Shh members committee reserves the right to refuse membership renewal.

## Prospective New Membership Application Form

### London Shh... contact

Full Name	
Job title	
Phone Number	
Email Address	

### Historic House Details

Full Name of Historic House	
Registered Charity no.	
Address	
Main phone number	
Main email address	

URL	
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Outline of house activities	
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Outline how house is funded	
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### Public Opening

Days and times house is open to the public	
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Entrance fees	
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### Facilities

Period rooms	<input type="checkbox"/>	Disabled toilets	<input type="checkbox"/>
Museum Exhibition	<input type="checkbox"/>	Baby changing	<input type="checkbox"/>
Cafe	<input type="checkbox"/>	Public events	<input type="checkbox"/>
Education Program	<input type="checkbox"/>	Room hire	<input type="checkbox"/>
Wheelchair Access	<input type="checkbox"/>	Shop	<input type="checkbox"/>

### Declaration

I confirm that the information supplied is correct and that I have the authority to apply for membership to London Shh... on behalf of

(organisation name)

Signed

Print Name	
Job Title	
Date	

Please return to: London Shh c/o Burgh House, New End Sq, London, NW3 1LT  
or [info@londonshh.org.uk](mailto:info@londonshh.org.uk)