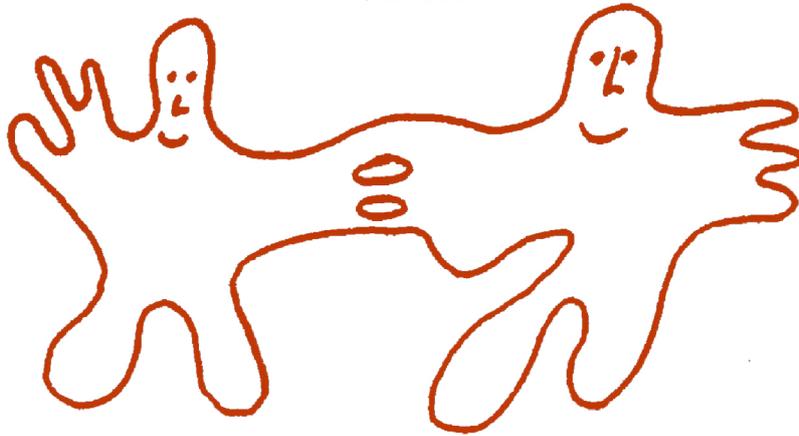


* ALL BOOKINGS AND ACCESS TO THE HOUSE ARE BASED ON THE
CONTENT OF THIS DOCUMENT. PLEASE LET US KNOW BY EMAIL
STATING THAT YOU HAVE READ THE GUIDE AND SIGN UP TO THE
HOUSE AGREEMENT *



HOUSE OF ANNETTA SPACE GUIDE + HOUSE AGREEMENT

USEFUL CONTACTS

HOUSE OF ANNETTA:
HOUSEOFANNETTA.ORG
INFO@HOUSEOFANNETTA.ORG
25 PRINCELET ST
E1 6QH LONDON
+44 (0)207 846 3396

HOUSE STEWARDS:
FRAN EDGERLEY
FRAN@HOUSEOFANNETTA.ORG
+44 (0)795 132 2159
(EMERGENCY CONTACT)

ASKA WELFORD
ASKA@HOUSEOFANNETTA.ORG

INDEX

- * [WHAT?](#)
- * [WHY?](#)
- * [HOW?](#)
- * [ORGANISATION](#)
- * [ACCOUNTABILITY](#)

* [THE SPACE](#)

- + [OPENING HOURS](#)
- + [NOISE/SOUND](#)
- + [HEALTH & SAFETY](#)
- + [RESOURCES & EQUIPMENT](#)
- + [ACCESSIBILITY](#)
- + [TOILET](#)
- + [CAPACITY](#)
- + [LOCATION & TRANSPORT](#)

* [BOOKING PROCESS](#)

- + [CONTACT](#)
- + [SPACE INDUCTION](#)
- + [GETTING IN](#)
- + [CLOSING UP](#)

* [SUGGESTED DONATIONS](#)

- + [COMMERCIAL](#)
- + [HOUSEMATE](#)
- + [FREE/LOW-COST](#)

* [MAP OF THE FLOORS](#)

* [IMAGES OF THE SPACE](#)

ANNOTATIONS:

WHAT?

The aim of House of Annetta is to build and steward a home for transformative spatial justice. For us spatial justice includes the interconnected issues of housing, healing, care, disability, urban regeneration, land, ownership, access, racialisation, extraction, migration, incarceration, colonialism, agroecology, food systems, knowledge, learning and architectural labour. This includes communities fighting for access to housing, or public space, those negatively affected by the financialisation of land and property; as well as organisers, artists, activists, researchers and educators building life-affirming ways of living, working and learning.

Specifically, we ask: How do we experience spatial issues in our daily lives (housing, health, food, land, freedom of movement)? What kind of cultures of learning and care do we need to engage with these issues? What kind of infrastructure is useful? How do we work as part of a wider ecology of spaces and projects to work towards? How can this space be funded and resourced?

WHY?

The project has been developed in response to the mission of the owners of the building, [Stiftung Edith Maryon](#): to withdraw land from the flow of commodities and hereditary property and thus from speculation permanently in order to promote social housing or workplaces. It is shaped by the lived and professional experience of the current stewards of the house.

Communities across London, the UK and around the globe are subject to multiple social crises created or stimulated by the commodification, speculation and inheritance of property. Spatial justice connects to many struggles - how can access to space transform relations?



ANNOTATIONS:

**HOW?**

We want to build knowledge and power to challenge these trends and take action through our neighbourhood, citywide, national and international communities. We do this by creating space for people to work alongside each other, share ideas through exhibitions and events, and eat together.

While the house is primarily being developed as a space used for this purpose, we also encourage donations for use of the space to generate income to help keep the project running.

Stewards in the house support people to use the space, maintain online and printed communications, fundraise for the renovation of the project, accumulate and share understanding about how the building can best serve the purpose of the project and develop the emerging organisational cultures at the house.

ORGANISATION

The project is in a temporary phase while we fundraise to renovate the house and develop the building to make it fully accessible. We are developing our organisation to make the project economically sustainable while also making space for cheap and free space for unfunded activities. To do this we try to keep staff time to a minimum and are building up a community of users – paying for space rental and desk use. We are fostering a culture of autonomy and mutual aid, this means users are trusted to be in the space with minimal oversight, and the relational culture is generated equally by all of us in it. We all (users and staff alike) take on a responsibility of care and respect for one another and for the physical environment. Our intention is for the users to have decision-making power through a forum and work with the support of an advocate group to shape the ongoing evolution of House of Annetta. This is something we are developing across 2024.



ANNOTATIONS:

ACCOUNTABILITY

As we try to keep staffing and overheads to a minimum, we ask for your time in the house to be guided by four rules:

- a. **Don't leave traces:** There is no cleaner at HoA. Cleaning, cooking, tidying and care for the space is done by all. We are conscious that these housekeeping tasks (social reproduction) traditionally fall on the backs of women and racialised bodies. Sharing this labour is fundamental to any system change. Do not change or fix anything to the physical fabric of the building. Speak to staff about different modes of using the space/installing exhibitions if you are unsure.
- b. **Make it possible for others:** Think of this as a mutual opportunity to build relations and open up space by being curious and mindful of others, starting a conversation, cleaning a corridor, or helping somebody.
- c. **The do-er decides:** But not alone! Things are decided by the ones who do, so feel free to take advantage of furniture/equipment/resources available. However, the opportunity to do is not without limits and action should be taken in consideration with others.
- d. **Mind asymmetries:** HoA is made of asymmetries. People come from different places, inhabit different bodies, have different experiences, are situated differently in power structures and have different boundaries. Take this into account, challenge your own position and let it be challenged, while respecting other people's boundaries.

Think of those rules as interrelated.

(thanks to [Performing Arts Forum](#) as a source of inspiration for these words)

HoA aspires to be a space where intersectional, anti-racist, class and feminist analysis inform practice. HoA has a 'Brave space' approach; sometimes people might say things that make you uncomfortable, we hope we can learn from each other with a spirit of compassion and respect. However in regards to individuals or groups promoting racist, sexist, homophobic, transphobic, classist, ableist or otherwise oppressive language or behaviour, will not be tolerated or facilitated by

ANNOTATIONS:

HoA. Experiences that arise in relation to these issues will be responded to in a way that is guided by our generative conflict approach. We will not exclude people for causing harm but this needs to be responded to with accountability, change and willingness to learn. We want to build a space open for all to enter.

For an emergency or immediate support during an event please contact Aska on 07543566701. If you'd like to raise any other non-emergency issues please email info@houseofannetta.org in confidence for support, and more info about possible next steps. We employ the work of trained mediators and conflict facilitators when necessary.

THE SPACE

1. Opening hours

09:00 - 22:00, Monday - Sunday, 1st May 2024 - 14th December 2024

House of Annetta is accessed via a fob access system. The building will automatically close at 10pm. We recommend that public events wind up at 21:00 so that there is time for tidying before the building is closed.

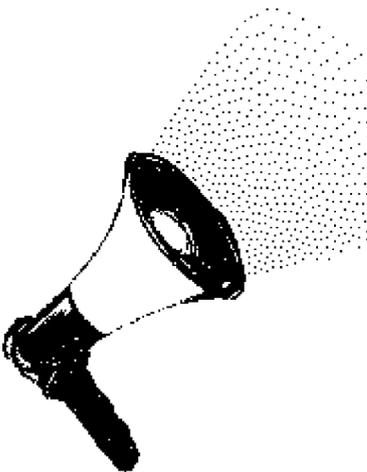
2. Noise/Sound

There is no or very little acoustic separation between all spaces in the house so when having meetings or general conversations, please be considerate of the other people in the space.

If working in the deskspace on the first floor we recommend you go to the kitchen or the ground floor for phone calls & meetings. We recommend having a pair of headphones with you for privacy.

The House is not a late night/ party venue. We do not play amplified noise in the outside spaces. If we are playing music or amplified sound inside the house please make sure the windows and door at the back of the house are kept closed.

Please respect the sound levels for our neighbours, particularly when in the back garden or outside the front of the House. Some of our neighbours have children who need to go to bed early and some are more elderly and enjoy peace in the evenings. Try to be mindful that we



ANNOTATIONS:

are all sharing space together and in the evenings loud conversations or groups should be inside if possible.

People can continue to use the outside space and windows can be open but please be mindful of noise and keep sound to a lower level. If you have conversations with the neighbours and there is any complaint please take contact details and let one of the house stewards know so we can follow it up. In the past we have had issues where complaints or comments were not passed on leading to an impression of carelessness, which we do not want to happen again.

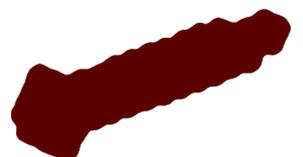
3. Health and safety

The floors throughout the House and Garden are uneven so please mind your step when inside the building.

The basement, garden roof and third floor are not permitted for public access. Please do not breach this warning for your own health and safety.

No smoking or open flames allowed anywhere on premises including the backyard. Please go out of the front door onto Princelet St if you would like to smoke, but please be mindful of neighbours. We cannot use candles or incense in the house or the garden.

The First Aid kit is on the left wall when you enter the building in the ground floor corridor. Please log any incidents in the accident book.

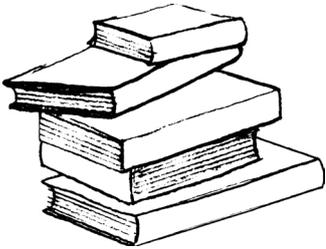


ANNOTATIONS:

4. Resources & equipment

House of Annetta currently have the following resources, equipment and tools available:

- Free wifi - name: houseofannetta, password: annettapedretti1954
- 2 sets of trestle legs for tables
- 3 megaphones
- 4 space heaters
- 8 desk spaces
- 5 movable tables of different sizes
- 2 sofas
- 30 foldable chairs
- Kitchen for food prep with an electric hob and an induction hob, microwave kettle and fridge
- Hot water urn for tea
- Pots and pans to cook food
- Plates, bowls, mugs, cutlery – to cater for approx 30
- Portable speaker/sound system
- Craft materials and stationery
- Projector: [Phillips NeoPix](#) (720p, HDMI)
- Bluetooth Speaker: [JBL PartyBox 310](#)



Please return resources in a clean state to where you found them.

Please leave the toilet clean and tidy, replacing or replenishing toilet paper after your event.

Please do not leave items, furniture or equipment outside that will be damaged by rain.

5. Accessibility

You can read the House of Annetta accessibility statement, and find more information [here](#).

House of Annetta is not wheelchair accessible due to the existing architecture of the building.

ANNOTATIONS:

The garden has a change of level as you exit the house, and there is a step down into the only toilet on site which is not wheelchair accessible. The floor surfaces and steps throughout the house are uneven due to the age of the building. There are two level changes across the outside garden.

We understand that accessibility is a key part of spatial justice and are in the process of raising money for future repair work, including a lift, so that the house can be fully accessible at every level. If you have any questions on accessibility in the house, please get in touch via the email above.

6. Toilet

There is only one outdoor all-gender toilet on site located in the garden. The toilet is not wheelchair accessible. The nearest accessible toilet is at Old Spitalfields Market, opposite the Flying Tiger Shop on the ground floor, approximately 240m from House of Annetta. The toilet is free-of-charge and open 08.00-23.00.

7. Capacity

Maximum number of people in the house at any given time is 60 persons due to fire safety and the nature of our exit onto the street.

No more than 20 people on the second floor, office or kitchen at any time.

We are based on a residential street. If your event is attracting lots of people, you need to manage how people enter and exit the building without causing disturbance to our neighbours.

8. Location and Transport Links

Address: [25 PRINCELET STREET, E1 6QH](#)

Train or underground station: 0.8 kilometres from Shoreditch High Street*, Liverpool Street*, Aldgate East & Whitechapel station. *The station has step free access.

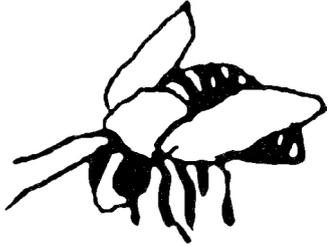
bus: nearest stop Folgate Street bus is approx 0.3 kilometres from the house. Bus 242



ANNOTATIONS:

BOOKING PROCESS**9. Contact**

You can get in contact to request to use the space via an email to email fran@houseofannetta.org or aska@houseofannetta.org. Please include the following information:



- Preferred dates & time of booking
- Description of activity
- Description of individual or organisation of who is making the booking
- Information about whether you are funded for this activity/ if it is commercial activity/ if it is a private event
- Contact details
- Do you have a relationship to Tower Hamlets?
- Is your proposed space booking aligned to the purpose of House of Annetta? If yes, please explain how.
- Which room(s) required

Due to the volume of requests, please allow at least 48 hours before sending a follow up message. If the request is urgent, please phone: 020 7846 3396

10. Space induction

If you have not used the space before we will need to give you an induction tour and you will need to send an email cc'ing info@houseofannetta.org to confirm you have read and agree to this space booking guide. We try and group inductions together, it's a nice chance to meet other house users, if the next induction date is too far away for you, let us know and we can do a more urgent one.

11. Getting in

This will either be organised through someone letting you in in person or remotely through an app. We can confirm depending on the details of the event.

ANNOTATIONS:

12. Closing up

All house happenings must end by 10pm. Please ensure you give enough leeway for tidying up and are ready to exit the building by that time. When you are ready to leave, make sure you've tidied up, put any furniture back to its original position, and shut the front door firmly behind you.

SUGGESTED DONATIONS

13. Commercial or private use

This donation rate is for private events, corporate groups, commercial activities, funded individuals/groups working on unrelated areas.

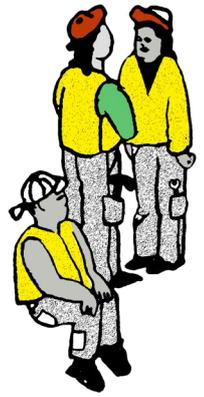
	HOURLY	EVENING	WHOLE DAY	WEEKLY	MONTHLY
WHOLE HOUSE	£250	£750	£1500	£6000	/
GROUND FLOOR	£120	£360	£750	£3000	£7500
FIRST FLOOR	£125	£340	£750	£2000	£7500
SECOND FLOOR	£50	£150	£300	£1200	£3000
MEETING ROOM	£50	£150	£300	£1200	£3000
HOT DESK (09:00-18:00)	/	/	£16	£70	£150

14. Housemate use

This suggested donation rate is for partners, exhibitions and events; in collaboration with aligned organisations, collectives and artists. Housemates contribute towards the programme, the overheads and developing the culture of the project. donate-what-you-can.



	HOURLY	EVENING	WHOLE DAY	WEEKLY	MONTHLY
WHOLE HOUSE	£50	£150	£300	/	/
GROUND FLOOR 1 ROOM	£15	£45	£75	£300	/
GROUND FLOOR ALL ROOMS	£30	£90	£150	£600	£1500
SECOND FLOOR	£10	£30	£60	£240	/
OFFICE	£10	£30	£60	£240	/
KITCHEN	£15	£38	£90	/	/
HOT DESK (09:00-18:00)	/	/	£8	£30	£50



ANNOTATIONS:

We encourage you to donate as much as you can so that we can address structural asymmetries among HoA users. We want to support groups/individuals who are marginal with fewer resources to thrive. If you are unsure as to which category you fall under, please get in touch and explain your situation and what you would be able to afford.

For fundraisers, suggested donation is 10% of donations raised or housemate contribution equivalent to the use of the house referenced in the table above - whichever is lower.

15. House of Annetta offers free/low-cost space for:

- No or low-income, and unfunded groups/individuals working on spatial justice. This includes education, organising, public events and closed meetings.
- Unfunded groups/individuals researching or experimenting with non-commodified forms of relation, finding different ways of being in the world that offer solidarity, care and expansion as an alternative to the pressures and inequities of our current society.
- Groups/individuals doing local community-oriented projects who don't have access to spaces or resources to pay space rent elsewhere.

16. Donations

We accept online bank transfer or cash donations at the house.

For bank transfers:

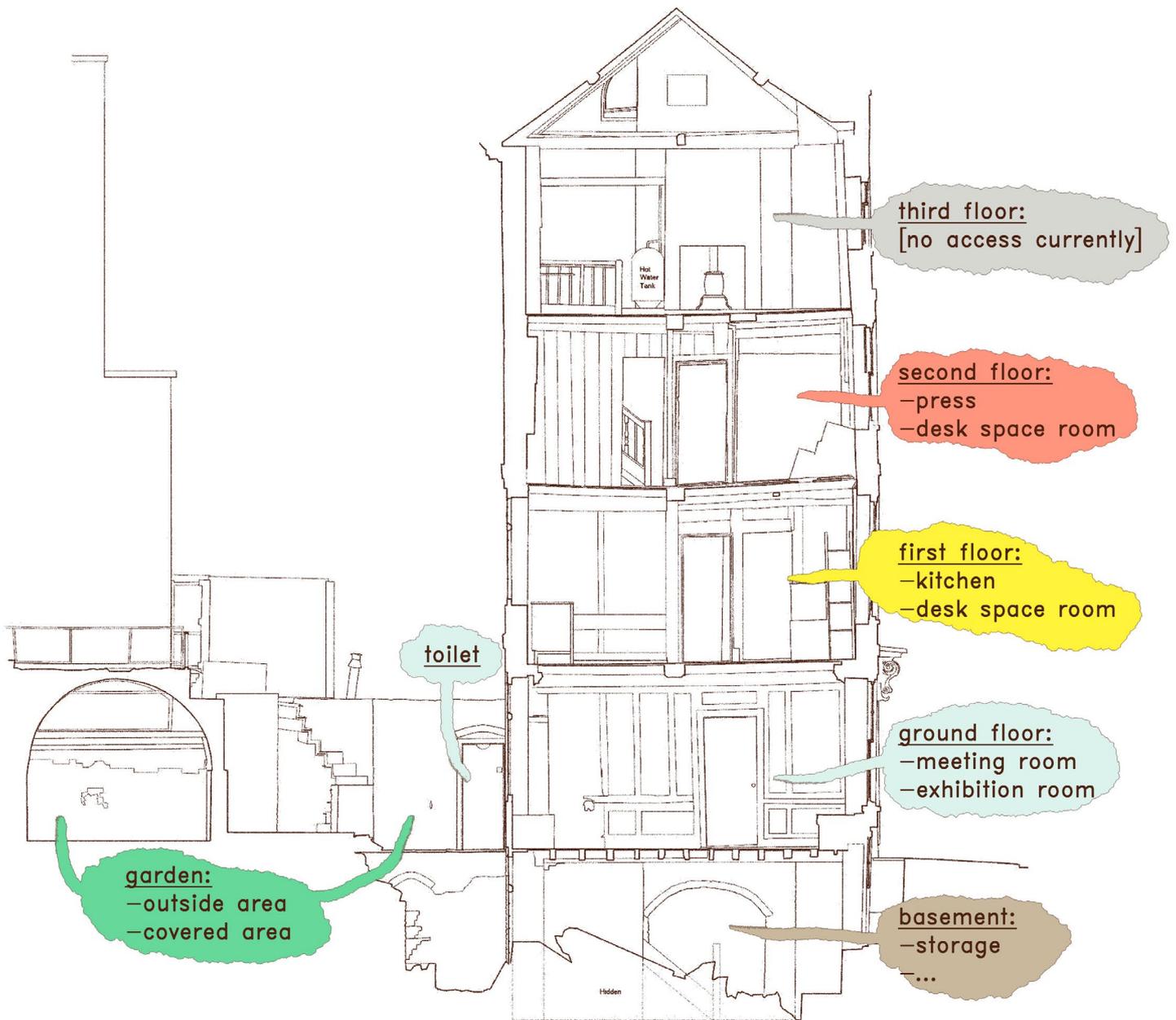
Account Name: Annetta's Trust

Account Number: 63083983

Sort Code: 08-92-99

Please put a reference that relates to your use of the space/group to help our accounting at the end of the month.

HOUSE OF ANNETTA MAP OF
THE DIFFERENT FLOORS:



MEETING SPACE ON THE
GROUND FLOOR:



EXHIBITION SPACE ON
THE GROUND FLOOR:



GARDEN:



GARDEN, COVERED AREA:



KITCHEN:



DESK SPACE ON THE FIRST FLOOR:



DESK SPACE ON THE
SECOND FLOOR:

