



## **MEMBERSHIP APPLICATION & BILLING: TERMS & CONDITIONS**

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### **Applying for Membership:**

- All applications must be made via our online application form.
- All subscription payments must be set up with Paypal via our online application form.
  - o If there is a problem with this, please contact us via the details provided on our contact page: [www.thesquareclub.com/contact](http://www.thesquareclub.com/contact)
- All details supplied must be correct, to your knowledge, at the time of application.

### **Events Membership Duration & Billing:**

- We require our events and wedding members to take out a year's membership at The Square: this means that a full year's payments must be made, regardless of when your event falls within that year.
- We cannot license the venue for weddings to people who are not members.
- Events and wedding members will enjoy all benefits that standard club members enjoy for the duration of their membership.
- We do not issue a 1-year renewal reminder notice once the year's membership has passed. If you wish to continue your membership after this point, you do not need to do anything; however if you wish to terminate your membership, please contact us accordingly.
  - o To terminate your year's event membership, please inform us with two weeks' notice prior to your renewal date.
- Reciprocally, venue hire is complimentary to full members.

### **Membership Payments:**

- You will be billed quarterly via Paypal for your agreed membership subscription amount (see application form)
- Please note we are unable to alter payments, terminate payments or reinstate terminated payments via our Paypal account.
- If you change your billing details, it is your responsibility to update your Paypal account accordingly.
- If a payment is missed, we will contact you to follow this up.
- If you miss more than two payments, we will contact you and reserve the right to cancel your membership if we do not hear back from you within a week, or if you do not pay the outstanding amount in full.