

SQUARE MEMBERSHIP APPLICATION, BILLING TERMS & CONDITIONS

■ **Applying for Membership**

All applications must be made via our online application form.

All subscription payments must be set up with GoCardless via our online application form. If there is a problem with this, please contact sophie.yardley@thesquareclub.com

All details supplied must be correct, to your knowledge, at the time of application.

■ **Membership Duration and Billing**

Minimum membership duration is one year. We require our events and wedding members to take out a years membership at The Square. This means that a full years payment 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. Event members are able to hold a maximum of two events (anything over 30 people) in their year of membership, and if seek to hold more, must become a standard paying member.

We do not issue a 1-year renewal reminder notice once the years 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 sophie.yardley@thesquareclub.com.

To terminate your years event membership, please inform us with at least one months notice prior to your renewal date.

Reciprocally, venue hire is complimentary to full members. We are not able to issue refunds to members who have requested to cancel with an insufficient notice period or after a payment has been made.

■ **Membership Payments:**

You will be billed quarterly via GoCardless 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 GoCardless account.

We do not issue reminders for when your next bill will be taken, as this is an automatic subscription service provided by GoCardless

If you change your billing details, it is your responsibility to update your GoCardless 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.