



## **Corporate Membership Terms & Conditions**

1. All memberships are annual memberships, running from 1 April, or such subsequent date if joining part way through the membership year, and finishing on 31 March each year.
2. Although the Board of Directors allows companies to pay their annual membership using a monthly direct debit, this is an annual contract expiring on 31<sup>st</sup> March each year, subject to the provision of 3 months' notice of the intention not to renew this Corporate Membership.
3. Corporate members are required to pay a bar levy in line with the specific package of membership subscribed to. Enhanced packages are available and bar levies will depend upon the number of memberships subscribed to. If this amount is not used during the membership year it will be removed from the companies' bar account at the end of the year.
4. Members joining part way through a membership year will pay pro rata fees.
5. There is no option to suspend a membership during the course of the membership year.
6. The Board can, at its absolute discretion, and only in exceptional circumstances, agree to amend a membership category and / or subscription part way through a membership year.
7. **Direct Debit Payment**  
Direct debits will be taken on or after 10<sup>th</sup> of every month, from April to January. A one-off annual £20 admin fee is charged for paying in this way.
8. **Credit and Debit Card Payments**  
If you choose to pay your subscription on credit card, we are required to pass on the 2.0% commission fee that we are charged.  
In order to cover charges to us for debit card payments we charge £5 for subscriptions paid by debit card.
9. **Late Payment Administration Fee**  
As well as withdrawing all membership privileges until payment is received, an admin fee of £50 is charged for late payment of subscriptions after 30<sup>th</sup> April. This fee also applies for those paying on direct debit, whose first payment does not go through on 10 April, and which is not settled by 30<sup>th</sup> April.