**Associates Programme Membership Form**

First Name: Surname:

Address:

City: Postcode:

Phone: Email:

Mobile: Website:

If applicable: UWE student card number:

 Course end date:

Would you like to join Spike Island’s e-mail list? Yes/No

What are your primary motivations for joining the Associates Programme?

Please tick all that apply:

* To use Associates Space facilities
* To be part of a peer network
* To engage with curators and practitioners
* To take part in group trips
* To initiate events and propose projects
* To receive Associates newsletter and access Spike Intranet with opportunities/listings
* To attend talks and events
* To apply for bursaries

How did you hear about Spike Associates?

Tell us something about your practice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Attached Equal Opportunities, optional.

Standing order:

\*See overleaf for standing order procedure

* Name as it appears on Bank Card if different: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date first payment is scheduled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Membership Procedure Information**

Membership fees are £12 per month, or £8 per month for Spike Island studio holders and Spike Design tenants.

**New Member:**

As a new member with no other relationship to Spike Island, please return this form to admin@spikeisland.org.uk confirming the following information:

1. Your Name as it appears on your bank card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. A standing order has been set up for £12 per month, to the following account:

CAF Bank: Sort Code: 40-52-40 Account Number: 00016202

*Note: please reference the payment including your name so we can track the incoming payment.*

3. When the first payment is scheduled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Studio Holder/Spike Design Tenant New Member:**

If you are a studio holder or Spike Design tenant, please return this form to admin@spikeisland.org.uk

confirming the following information:

1. Your Name as it appears on your bank card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Add £8 per month to your standing order for your monthly rent to cover Associates Membership to the following account:

CAF Bank: Sort Code: 40-52-40 Account Number: 00016202

*Note: please reference the payment including your name so we can track the incoming payment.*

**How to receive a swipe card:**

Pay a returnable deposit of £10 cash / card at our reception desk to obtain your swipe card for entry to the building.

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| --- |
| **OFFICE USE ONLY*** Information added to Capsule and tagged ‘pending associate’
* Equal opportunities form - optional
* Email Finance - use template with ‘NAME’ in the subject
* Finance confirm payment processed
* Capsule updated
* Send welcome email

 On collection of swipe card: * Swipe card deposit paid and deposit form filled out *\*if studio holder, update swipe card access*
* Swipe card collected
* New Member inducted (Shown the space / Health and Safety)

*Once completed please take membership form / equal opps / deposit form to office to be filed.** Website updated
* Updated mailchimp via capsule
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**Your Privacy**

We will always store your personal details securely and we will use them to provide the service that you have requested, communicating with you in the way(s) which you have requested. For full details please see our Privacy Policy on our website, or contact us to request a copy on admin@spikeisland.org.uk or +44 (0) 117 929 2266.