**Thank you for becoming a Friend of Fulham Palace. The terms and conditions of your membership are as follows. Please read carefully as by submitting the membership application/renewing your membership and paying the membership fee you agree to these terms and conditions.**

**1. Your details**

1.1 Any personal information that you provide to The Friends of Fulham Palace will be processed using Fulham Palace Trust’s data systems. These are in accordance with all relevant legislation as set out in our Privacy Policy, which can be found at: [www.fulhampalce.org/friends](http://www.fulhampalce.org/friends)

1.2 The Friends of Fulham Palace has a Data Processing contract in place with Fulham Palace Trust in order to deliver our membership scheme and public events programme. The information you provide to us will be shared with Fulham Palace Trust in order to provide you with your membership benefits. In particular, Fulham Palace Trust will contact you by email or post with information that will help you access these benefits, for example, by providing advance notice of events, or informing you of members-only events.

1.3 As part of your membership, Fulham Palace Trust may also send you information about other Fulham Palace activities where it is felt these may be of interest to you. These may include details of the Trust’s fundraising appeals which you can opt out of at any time.

1.4 You may opt out of receiving communications from Fulham Palace at any time. If you do so, some aspects of your membership benefits may become harder to access; for example, you may not receive notification of events and exhibitions in order for you to exercise your right to reserve tickets. If you do not wish to receive communications from Fulham Palace then please inform us by email at friends@fulhampalace.org, or by calling +44 (0)20 7751 2437. You can also cancel such communications by using the Unsubscribe link at the bottom of all emails sent to you by Fulham Palace.

1.5 There are some membership and donation communications that we are required to send regardless of your contact preferences. These are essential communications, deemed necessary to fulfil our contractual obligations to you. This would include advanced notices of standing order payments, thank you letters, member benefits such as the Supporters’ newsletter and the monthly members’ email, renewal reminders, Gift Aid correspondence and querying returned mail or bounced automatic payments with you.

1.6 You are responsible for informing us of changes to your personal details.

**2. Subscription fees and payment**

2.1 All Friends will pay an annual membership fee. The Friends of Fulham Palace reserves the right to change the membership fee each year.

2.2 Your membership is valid immediately from the day that your membership is processed by The Friends of Fulham Palace and will be valid for 12 months. If you do not renew your membership it will expire automatically at the end of the membership period.

2.3 The Friends of Fulham Palace will send you a renewal letter approximately one month before your membership is due to expire. If you have not renewed your membership by your renewal date, The Friends of Fulham Palace will attempt to contact you two more times by letter, email or telephone before terminating your membership.

2.4 Upon expiry of your membership you will no longer be a Friend and you will no longer be entitled to receive any membership benefits. A termination letter will be sent to you.

2.5 For the purpose of Gift Aid claims, The Friends of Fulham Palace keeps limited information about its members on the database managed by our data processor, Fulham Palace Trust, for a period of six years following termination of membership.

2.6 In order to comply with HMRC guidelines The Friends of Fulham Palace is not able to accept CAF cheques as payment for membership.

2.7 Subject to any statutory right to cancel, your membership fee is non-refundable once payment has been received by The Friends of Fulham Palace. You may change your mind and cancel your membership provided that you tell The Friends of Fulham Palace within 14 days of your registration date.

**3. Your membership benefits**

3.1 You can purchase an individual, joint or family membership on an annual basis and you are welcome to convert your membership level upon renewal. Further details regarding the types of membership are set out on the Fulham Palace website: <http://www.fulhampalace.org/support-us/friends/>.

As a Friend of Fulham Palace you are entitled to the following membership benefits:

* Invitation to the Chair’s Summer Garden Party in the Walled Garden\*
* A discount on selected events
* Exclusive members-only trips to other heritage sites, museums or venues of local interest\*
* Priority booking for lectures and events at the Palace, including family Christmas events
* Fulham Palace’s bi-annual Supporters’ e-newsletter
* Exclusive monthly emails with details of upcoming events for members and Fulham Palace’s latest fundraising appeals
* Email updates about upcoming public events at the Palace

\* There is a small charge to attend these events to help cover costs.

**4. Gift Aid**

4.1 Gift Aid is not applicable on your Friends membership fee.

4.2 If you decide to make a donation in addition to your membership fee, The Friends of Fulham Palace can claim Gift Aid if you are a UK taxpayer. A Gift Aid declaration is included in the Friends leaflet which can be downloaded from on our website - http://www.fulhampalace.org/support-us/friends/.

**5. General**

5.1 The Friends of Fulham Palace reserves the right to make changes to these terms and conditions. All Friends will be notified should this be necessary.

5.2 You have to be over 18 to apply for membership.