

Coworking Membership Form

New Member Details

New Member name _____

Home address _____

Postcode _____

Daytime tel number _____ Mobile tel number _____

Email address _____

Business Details

These details are required for our records and may also be used, with your permission, as detailed below.

Are you happy for the following details to be added as a profile on our website at: www.moseleyexchange.com/our-members along with your **name** and/or **company name**? Please mark your preferences.

Position or Title	_____	Yes/No
Primary Company / Trading name	_____	Yes/No
Additional Company / Trading name(s)	_____	Yes/No
Registered Company Address	_____	
Description of work <i>Continue on additional sheet if necessary</i>	_____	Yes/No
Company website(s)	_____	Yes/No
Twitter, LinkedIn, Facebook, etc <i>usernames, if applicable</i>	_____	Yes/No

Photo Please email an image of yourself or your company logo to: info@moseleyexchange.com

Are you happy for the photo you provide to be displayed as a profile on our website along with your **name** and/or **company name**? Yes/No

Are you happy for the photo you provide to be displayed on the Members Photo Board in the kitchen, with your **name** and/or **company name**? Yes/No

Billing Details

Billing name and email, *if different* _____

Please select your business sector

Charity or Voluntary sector

Public or Private sector

Membership Level

<input type="checkbox"/> Drop-in	<input type="checkbox"/> Locker: <i>Regular/Max Members only; if available; £6 deposit</i>
<input type="checkbox"/> Regular	<input type="checkbox"/> Tick, and provide name(s) if other people are permitted to collect your mail:
<input type="checkbox"/> Max	_____

We can adjust your first fee and hours-allowance to reflect the number of days remaining in the month you join. Or, when possible, you may choose to use the full month's allowance at full fee in the time remaining. Please select your choice:

Date to begin Membership: _____ Adjust fee and hrs Do not adjust fee or hrs



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Data Protection

Moseley Exchange retains information about its users in accordance with the Data Protection Act 2018.

I / we have no objection to Moseley Exchange keeping contact details for future reference.

Agreement

I confirm that I have read the Moseley Exchange handbook and understand and agree to the terms and conditions listed within it as well as those relating to WiFi and ICT access as contained in Appendix A.

I understand that to cancel or pause my membership I must give a month's notice in advance; if a member stops using the coworking space, membership will NOT be paused or cancelled unless requested in advance.

Signed by Member _____ Date _____

Please print name _____

Signed by Billing Sponsor, if applicable _____ Date _____

Please print name _____

Please return the completed form to: Moseley Exchange, 149-153 Alcester Road, Moseley, Birmingham, B13 8JP

Office to Complete

Member's 1 st fee covering remainder of 1 st month	<input type="text"/>	Member's 1 st hours-allowance covering remainder of 1 st month	<input type="text"/>
Subsequent monthly fee	<input type="text"/>	Subsequent monthly hours-allowance	<input type="text"/>

Signed by Staff _____ Date _____

Please print name _____

Office Use Only

Ongoing or short membership	<input type="text"/>	1 st Payment received	<input type="text"/>	1 st Payment method	<input type="text"/>
Membership number / Pin	<input type="text"/>	Added to TimeStation	<input type="text"/>	TimeStation details given	<input type="text"/>
Contact info added to Gmail & group(s)	<input type="text"/>	Welcome email sent	<input type="text"/>	Contact info added to spreadsheet	<input type="text"/>
Photocopy of form given to Member	<input type="text"/>	Photocopy of form given to F.O.	<input type="text"/>	GDPR email sent	<input type="text"/>
Locker key provided	<input type="text"/>	Website profile added	<input type="text"/>	Photo added to coworkers board	<input type="text"/>
End date	<input type="text"/>	Cancelled on TimeStation	<input type="text"/>	Cancelled on Gmail group(s) & spreadsheet	<input type="text"/>