

Formby Luncheon Club, 68 Rosemary Lane, Formby, Liverpool, L37 3HA

MEMBERSHIP APPLICATION FORM

DATE:

Please give your reason here for wishing to join:

.....

Full Name: Telephone No:
Address:
.....
..... Postcode:
Date of Birth:
IMPORTANT: please give the following information:
Emergency contact name and number:
Doctor contact name and number:
Special Needs: i.e. Mobility requirements/equipment
Special dietary requirements: i.e. Gluten free, Vegetarian etc
Specify the days per week you wish to attend (MINIMUM of ONE) – Open Tuesday and Thursday
Is Transport required? YES / NO Transport may be available to and from the club for a small charge.

PLEASE NOTE THE FOLLOWING:

1. The club has limited accommodation (55 max per day).
There are approximately 110 members but not everyone wishes to attend every day, so this number can be managed by the use of a pre-booking (and pre-paying) system.
2. Priority will be given to those whom, in the opinion of the Club Administrator, have the greatest need, including those living alone, recently bereaved by loss of their spouse, or those who through disability or illness are prevented from cooking meals, etc.
3. All members must be able to lunch without assistance unless a carer accompanying them has been previously agreed. Help to be seated at a table can be given.
4. Upon applying for membership, all applicants will be given a copy of the rules of membership and will be expected to abide by them for membership to continue.
5. Immediately on joining members are expected to pay the annual fee of £10. If membership is then found to be unsuitable for you within the following 4 weeks, then this will be refunded.

MEMBERSHIP START DATE:.....

*Data protection: Data above will be kept secure by the Luncheon Club during the period of membership, for the purposes of contact or emergency



RULES OF MEMBERSHIP

1. **MEMBERSHIP** shall be limited to people of 60 years of age and older, unless there be exceptional circumstances when a person may be accepted at the discretion of the Trustees of the Charity.
2. Members who display disruptive or inappropriate behaviour or hygiene will be issued with a written warning. If the behaviour continues, the member will be asked to leave the Club. All members should attend at least once per week.
3. There is limited storage space within the dining room for trollies. All trollies brought into the Club must be able to be collapsed.

Trollies must be stored out of the way of servers, and, anyone trying to escape from fire.
4. **YEAR** The Membership Year shall run from 1st September to 31st August
The Financial Year shall be from 1st January to 31st December
5. **MEMBERSHIP FEE** On joining, new members shall pay an annual Membership fee. New members joining part way through the financial year will pay a proportionate amount. Currently the fee is £10 per year.
6. **MEMBERS COMMITTEE** A Committee shall be formed consisting of at least three Club members to administer the Members Fund and to liaise with the Trustees of the Charity with regard to the management of the Club. The Chairperson of the Trustees and the Club Administrator shall be ex-officio members of the Committee. The Committee shall have the power to co-opt new members during the year to fill vacancies which may occur.
7. **SUBSCRIPTION** The Annual Subscription and the price of meals shall be reviewed annually by the Trustees of the Charity.
8. **MEMBERS' FUND** The Members' Fund is cash raised by a daily collection of spare/loose change etc from members. This money is used to pay for birthday cards/gifts, subsidised events and any other benefit for members approved by the Members Committee. To qualify for the above benefits, Members must be fully paid up.
9. **VISITORS** Visitors may attend up to three times per year but must be paid up Members if they wish to attend more frequently. Visitors will be charged 50p more than the Members for lunch.

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10. **EXCEPTIONS** Exceptions to Rule 10 may be made at the discretion of the Trustees of the Charity.
11. **HON. MEMBERS** People who have supported the Club well in the past, either financially or by long or exceptional service may be appointed Honorary Members at the discretion of the Committee
12. **BEQUESTS** Unless the bequest specifically states that it must be used in a certain way, it will be placed in the Charity Account administered by the Trustees and used for the benefit of the Club and its members. The Trustees of the Charity will decide on how this money is to be spent.

EVACUATION PROCEDURE IN CASE OF FIRE

If the FIRE ALARM sounds

1. **IMMEDIATELY** leave the building
2. **EXIT THROUGH THE DOUBLE DOORS** in the Dining Room or through the **FRONT ENTRANCE** or through the **SINGLE FIRE DOOR** (no wheelies this way)
3. **DO NOT STOP** to collect coat, handbag or any personal items
4. **WHEELIE USERS** should be helped to their trolley and assisted out of the building. Under **NO circumstances** should the wheelie be taken to the owner, across the flow of people trying to exit the building
5. **MUSTER** in the front garden and answer your name for **ROLLCALL**
6. **DO NOT RE-ENTER** the building until the **ALL-CLEAR** is given