



Adult Education & Leisure Activities  
in your community

# BEDFORD HOUSE

Arts – Crafts – Fitness – Leisure – Space Hire

4 Westbury Road, Buckhurst Hill, Essex, IG9 5NW

Tel: 020 8504 6668

E-mail: [enquiries@bedfordhouse.org.uk](mailto:enquiries@bedfordhouse.org.uk)

Website: [www.bedfordhouse.org.uk](http://www.bedfordhouse.org.uk)

## Membership Application Form 2023-24

### How we use your personal data

The personal data you provide to Bedford House Community Association will be used for administration purposes relating to processing your membership and class enrolments, to updating our member database and to process Gift Aid where relevant. The data will also be used to contact you to let you know of any changes to classes such as temporary cancellations, updates to your membership, informing you of the charity's news and events, and occasionally to ask your view on Bedford House activities. Bedford House mainly keeps in contact with members via email. Please see our Data Protection Policy and Privacy Notice, both available from our website [www.Bedfordhouse.org.uk](http://www.Bedfordhouse.org.uk). By signing this form, you consent to Bedford House using your personal data in accordance with our policy, and also to our Code of Conduct.

Please fill in, save your file and attach in an email to [enquiries@bedfordhouse.org.uk](mailto:enquiries@bedfordhouse.org.uk). Or please print, fill in by hand and scan a copy back to [enquiries@bedfordhouse.org.uk](mailto:enquiries@bedfordhouse.org.uk) or post/hand back into Bedford House.

### Member Details – Please write clearly

Title & First Name		
Surname		
Address Line 1		
Address Line 2		
Town and Postcode	Town	Postcode
Email		
Landline and Mobile	Landline	Mobile

### I would like to apply for the following membership, tick box as appropriate:

Annual	- 1 September 2023 to 31 August 2024	£18	
Day	- One off events such as workshops, events or taster sessions	£3	
Summer	- 1 <sup>st</sup> April 2024 to 31 August 2024	£9	
If you would like to make a <b>VOLUNTARY DONATION</b> , please write the amount here: £		<b>TOTAL:</b>	£

### Gift Aid – The charity will reclaim 25p of tax on every £1 that I donate or pay in membership fees

<p>If I have ticked the box headed 'Gift Aid? v', I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want the charity Bedford House Community Association Reg 1178692 to reclaim tax on the membership fee detailed above, and on any additional donations. I understand that if I pay less Income Tax or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every £1 that I have given</p>	<p><b>Gift Aid (please tick)</b></p>
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<b>SIGNATURE</b>		<b>DATE</b>	
PAYMENT METHOD: <b>BACS</b> Please tick as relevant		PAYMENT METHOD: <b>CARD</b> Please tick as relevant	

**PLEASE TURN OVER for page 2**

Bedford House Community Association, 4 Westbury Road, Buckhurst Hill, Essex IG9 5NW Charitable Incorporated Organisation, Registered Charity No. 1178692

[www.bedfordhouse.org.uk](http://www.bedfordhouse.org.uk) v7

# Additional Information Required

BHCA is a charity providing Adult Education, re-established in 2018 it has a history going back to 1946 and has been based at Bedford House in Buckhurst Hill since 1950. Bedford House is an independent and self-sustainable organisation that aims to provide courses and services at low cost to its members. Bedford House therefore relies on support from members by providing the information as requested below.

## Member Demographics and Support

We would like to better support our members by tailored activities and to fundraise for member specific aids and courses. To do this we need to evidence certain membership demographics

### Disability

Please tick the box if you consider yourself to have a disability or learning difficulty. Please contact the administration office in the first instance to discuss any specific requirements you may have. The office will then liaise with the tutor/s on the courses you have signed up for.	I consider myself to have a disability or learning difficulty (please tick):
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### Physical Activity Readiness

If you are starting a new physical activity with Bedford House please consider if you need to consult with your doctor prior to starting to ensure it is safe for you to become physically active at this current time and in your current state of health. You should in particular check with your doctor if you have chest pains when doing/not doing physical activity; you occasionally lose balance, consciousness or are dizzy; have a joint or bone problem that could be made worse by exercise.	I have considered if I need to consult with my doctor prior to starting a new physical activity at Bedford House to ensure it is safe for me to become physically active at this current time. I confirm that I know of no reason why I should not take part in physical activity (please <b>tick to confirm</b> ): ____  <b>Emergency Contact Name and mobile number:</b>
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**Age – Please tick the age band relevant to you.** We need to evidence that our members are adults, and specific age information is essential for fundraising purposes.

Age Band	Tick as relevant	Age Band	Tick as relevant
18 – 24 years		41 – 64 years	
25 – 40 years		65+ years	

**Photographs** - Occasionally we take photographs of class activities to be used in our publicity materials.

By ticking the box I give permission for BHCA to use class photographs of me for publicity purposes.	I consent to using photographs of me for publicity materials (please tick):
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### How long have you known about BHCA?

I am new to the BHCA YES / NO or I have been a member of BHCA since approx. year \_\_\_\_\_

### If you are a new BHCA member, how did you hear about us? (please tick)

How did you hear about BHCA	Tick as relevant	How did you hear about BHCA	Tick as relevant
Word of Mouth / Friend		Social Media	
Internet		Public Listing and which one	

### Ethnicity – Please tick one option only

White: British	White: Irish	White: Gypsy or Irish Traveller	White: Other	
Mixed/Multiple Ethnic Group: White and Black Caribbean	Mixed/Multiple ethnic group: White and Black African	Mixed/Multiple ethnic group: White and Asian	Mixed/Multiple ethnic group: Other Mixed	I would rather not say.
Asian/Asian British: Indian	Asian/Asian British: Pakistani	Asian/Asian British: Bangladeshi	Asian/Asian British: Chinese	Asian/Asian British: Other Asian
Black/African/Caribbean/Black British: African	Black/African/Caribbean/Black British: Caribbean	Black/African/Caribbean/Black British: Other Black	Other Ethnic Group: Arab	Other ethnic group: Any Other Ethnic Group