Logo, company name

Description automatically generated Logo

Description automatically generated

**Change of Cardholder Form**

Organisation Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Membership Number \_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Cardholder to be removed | Cardholder to be added | Position in organisation |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Each group is allowed a maximum of 6 cardholders

**ALL CHANGES OR ADDITIONS COST £5.00 plus VAT PER CARD AND MUST BE PAID ON COLLECTION**

**To be completed by he person in charge**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note the following:

* It is a condition of membership that your organisation does not collect on behalf of a non-member group.
* This is an application process which cannot be done at the counter. It can take up to two working days from receipt of application to process. Once completed we will email the school using the email address provided to let them know their cards are ready for collection.
* Cardholders cannot bring non-members into *Bryson Energy* *Play Resource* to make collections.
* Cards are non transferable and can only be used by the named person. Anyone found using someone else’s card will have the card withdrawn.
* If your membership is out of date by more than two weeks you will not be able to use the centre.
* This form can either be returned by:

Post: Bryson Energy Play Resource, North City Business Centre, 2 Duncairn Gardens, Belfast, BT15 2GG

Email: playresource@brysonenergy.org

Date changed:

Group contacted:

Initial: