**Conditions**

* DD memberships - any activities that are not included as part of the SG membership will be charged at the applicable Leisure Card rate
* Family Leisure Card (5 people consisting of the employee as lead member and up to 4 family members)
* Family members – an immediate relative of the employee only
* Normal booking rules apply for employee & family members for activities on both the DD & LC membership (currently 8 days in advance)
* Self-serve bookings online are permitted, you will need to register
* Employee and family members arriving to use the facilities should check in the same as any other paying customer across the sites
* Team & Family Membership benefits are given at the discretion of Management and abuse of the system may result in benefits being withdrawn
* Benefits may be subject to change

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**Issuing**

* Existing Staff – will need to email [ltadmin@nltrust.org.uk](mailto:ltadmin@nltrust.org.uk) requesting that their SG membership is set up. We willneed your Name, DOB, address, telephone number and email address
* New Staff – your membership will be set up as part of the recruitment process
* Family Members – join online using promo code FAMILY (DD membership)
* Family Leisure Cards – form to be completed by the employee who will be the lead member, you will be notified by email that these have been set up
* Membership cards (DD & Leisure Card) can be collected at any site by giving your name and confirming your address, or date of birth at reception

**Leavers**

* All FOC leisure cards for both the employee and family members will be cancelled
* Existing family DD members can continue at their current rate until such time they cancel their membership. After this if they wish to re-join normal membership rates apply
* The employee at the time of leaving can request to take advantage of a £15 membership for themselves (this will be at the discretion of the management team and individual circumstances at that time)