



Please find below the terms and conditions in relation to your College Friend membership. Should you have any queries in relation to any of the points below, please contact the Friends' Team at [friends@westdean.org.uk](mailto:friends@westdean.org.uk) or on 01243 818256. The Friends' Office is open Monday to Friday, 9am - 5pm. Thank you.

1. Your Friend membership card can only be used by the named Friend/s on the membership account and must be presented on entry into West Dean College and Gardens.
2. College Friend membership provides complimentary entry to West Dean Gardens during normal opening times and all three days of the annual West Dean Arts and Craft Fair to the named Friend/s on the account (and guest if you have bought an Individual and Guest membership).
3. College Friend's receive 10% off purchases in the Gardens Restaurant (excluding alcohol and special menus/events).
4. Friend membership is annual and is renewable after 12 consecutive months.
5. We will contact you approximately one month before your Friend membership expires. Direct debit payments will automatically be taken unless you notify us **in writing** at least 2 weeks before the direct debit is due. You must also inform your bank.
6. Your membership card remains valid for the duration of your membership.
7. Membership fees are non-refundable.
8. If you are visiting West Dean College and Gardens during normal opening hours then Friends should park in the Garden Car Park. If you visiting after West Dean Gardens closes, then you are able to park in the College Car Park.
9. Access to the College Dining Room, Steward's Bar and Craft Shop are only permitted during the opening times of these facilities. Access to other parts of the College is not permitted.

#### College Facilities Opening Times:

- Craft Shop - 7 days a week, 8.30am to 2pm
  - Steward's Bar - Monday to Saturday 5pm to 11pm, Sunday 5pm to 10.30pm
  - Dining Room – 7 days a week; Lunch is 12pm to 1.30pm, Dinner is 6.30pm to 8pm
10. Booking is required for meals in the College Dining Room. Call Reception on **01243 818200** to make your booking. Payment should be made on arrival at Reception – breakfast is £12.50, lunch is £15.00 and dinner is £21.50 per person (these prices are subject to change).

11. College Friends (and guest if you have bought an Individual and Guest membership) can use the Dining Room at any time, subject to availability. You are permitted to bring in a limited number of guests to the Dining Room using the vouchers provided in your membership pack. Daytime guests to the Dining Room also require a valid entry ticket for West Dean Gardens.
12. Children under 16 years of age are not allowed entry into the College, except when open on event days. They can visit the gardens free of charge at any time, except on event days when charges apply. Please see [westdean.org.uk/events](http://westdean.org.uk/events) for details.
13. We reserve the right to refuse entry and/or Friend membership and/or to revoke membership without refund if a member behaves in a way that is not appropriate, is abusive or offensive.
14. We reserve the right to change these terms and conditions of membership at any time.