

Beccles u3a booking Form for Social Events



All participants must be u3a members

PLEASE NOTE: a separate booking form and payment is required for each event selected

Name of Event

Date of Event Cost per person

Member name 1 Member No.

Member name 2 Member No.

Member 1 home address

Member 1 Email

Telephone home Mobile.....

I enclose a cheque for made payable to: **Beccles u3a**
Please print the Event, Name(s) and Membership Numbers on the reverse of the cheque.
OR make a bank transfer to account: 49232468 Sort code 30:99:50 with your name in the reference box.

If payment is made by cash a receipt MUST be obtained at the time of payment.

All members on a u3a excursion **must** provide a contact name and telephone number which can be used in the event of an emergency.

CONTACT NAME Please print in CAPITAL LETTERS

Home telephone **Mobile**

DO YOU HAVE ANY ACCESSIBILITY OR SPECIAL NEEDS? Yes..... No

PLEASE GIVE DETAILS

IMPORTANT INFORMATION

Please read Beccles u3a Terms and Conditions on the reverse of this form before signing.
I/We confirm to have read and agreed the Booking Terms and Conditions. Signature/s

1..... 2.....

Please return completed form and payment to: IRENE SQUIRRELL Beccles u3a Events Secretary.
2 Sheridan Walk, Worlingham, Beccles, NR34 7AS

Or alternatively give the completed form and payment to the Events Secretary at the monthly meeting. PLEASE ENSURE that you book in advance of the published closing date for each event to avoid disappointment.

BOOKING TERMS AND CONDITIONS

- Our social events are restricted to u3a members only.
- If you have any concerns about the suitability of an outing or event and/or need any special requirements, please contact the Events Secretary so that we can advise you accordingly before you make a booking.
- It is the responsibility of the individual person making a booking to advise us fully of any health, dietary or mobility issues so that we can assist your needs and confirm accessibility.
- Members travel at their own risk. The u3a Public Liability Insurance policy does NOT cover members for personal accidents whilst taking part in a trip, unless the accident occurs due to the negligence of the u3a trip organiser, the venue, or the transport company. You are encouraged to take out your own personal accident cover if you do not already have such cover.
- Please note that individual seats on a coach cannot be reserved. The event organiser will have a reserved seat and allocate other reserved seats on occasions for the benefit of members who have a special requirement.
- Members must accept the Events Organiser's decision at all times, otherwise they risk not having future bookings accepted.

When booking to attend at Trip or visit: -

1. An Event Booking Form MUST be completed and all your details filled in as required by Beccles u3a. It is important the form is fully completed as the form will be taken by the organiser on the relevant visit/trip. The detail may be required for accessibility needs or in the event of an emergency.
2. Telephone bookings will only be accepted if the booking form and payment is received by the Events Secretary direct by hand or via 1st class post within two days of booking.
3. In general, full payment will be required with a completed booking form. Where a deposit is offered it will be 20% or £10, whichever is the greater and must be paid with your booking form, which should be sent to the Events Secretary at the address on the front of this form. The deposit is NON-REFUNDABLE. Once your booking has been checked and accepted you will get a written acknowledgement via email or post.
4. Full payments, or balance of payments, MUST be made by the due date specified for the event. If after this stage you cannot attend it is suggested that, rather than the u3a taking a loss, you find another u3a member to take your place.
5. Payment may be made by cheque to *Beccles u3a* . **A cash payment can only be made if a receipt can be issued at the time of the transaction. Please remember cash payments can always be made at the monthly meeting where a receipt will be given.**
6. All trips and visits are subject to their financial viability and final confirmation.

In order to continue with our comprehensive calendar of social events we ask for your co-operation in all of the above