

## Revised draft for the next Newsletter

### HOW TO BOOK FOR DI'S DAYS OUT

To enquire about a place on a trip

Please contact Di by

Phone 07809 209 691

Email [dilewi26@gmail.com](mailto:dilewi26@gmail.com)

Places will be limited and each trip must be booked separately. Reservations will be on a first come first served basis and bookings are not confirmed until both prior agreement has been reached with Di and until payment is received. If you have agreed a booking with Di remember **it is for you to keep her informed** about the progress of your payment because if she hears nothing she is entitled to assume that you have changed your mind and may give the place(s) to someone else. Special needs / mobility issues should be notified at the time of booking.

#It is also important to note that, if a booking is cancelled the payment will be refundable only if someone else takes up the place.#

### To pay for a trip

**Bank Transfer** (preferred method):

Elmbridge u3a

Account No 56598750

Sort Code 60-08-04

Please put the reference (e.g. 'Win' for the Windsor Castle trip) followed by your initial and surname and membership number in the reference section on the bank transfer.

**By cheque** made payable to:

Elmbridge u3a, naming the trip on the back.

Send to: Di Lewington, 20 Melrose Road, Weybridge KT13 8UP.

Once you have made your bank transfer/posted your cheque you must let Di know, preferably by email, so she can confirm your place.

**N.B.** If you later cancel your booking, your payment will be refundable only if someone else takes your place, as provided by our Trips and Events Policy (see Trips and Events on the Members/Committee Reports and Policies page of our website, or telephone the Membership Secretary). Unless otherwise stated all coach trips leave from and return to Elmbridge Xcel Leisure Centre, Waterside Drive (off Terrace Road and Hurst Road), Walton on Thames KT12 2JG.

## Website entry for the group has been revised and now says:

#Di Days Out#

Contact the organiser at #DiDaysOut#. Day trips to places of interest will be announced from time to time to all members. Each will be publicised in Newsletters and Bulletins and in the Events section of this web site.

#Please always supply your membership number when you enquire or wish to book.#

Reservations will be on a first come first served basis and bookings are not confirmed until both prior agreement has been reached with Di and until payment is received. If you have agreed a booking with Di remember **it is for you to keep her informed** about the progress of your payment because if she hears nothing she is entitled to assume that you have changed your mind and may give the place(s) to someone else. Special needs / mobility issues should be notified at the time of booking.

#It is also important to note that, if a booking is cancelled the payment will be refundable only if someone else takes up the place.#

All coach trips leave from and return to Elmbridge Xcel leisure Centre, Waterside Drive (off Terrace Road and Hurst Road) Walton on Thames KT12 2JG

The document attached to the website and Bulletins has similarly been revised to say:

Available places are limited and each trip must be the subject of a separate booking. Reservations will be on a first come first served basis and bookings are not confirmed until both prior agreement has been reached with Di and until payment is received. If you have agreed a booking with Di remember **it is for you to keep her informed** about the progress of your payment because if she hears nothing she is entitled to assume that you have changed your mind and may give the place(s) to someone else. Special needs / mobility issues should be notified at the time of booking.

#It is also important to note that, if a booking is cancelled the payment will be refundable only if someone else takes up the place.#