

Beccles U3A Booking Form for Social Events

All participants must be U3A members.

Please note that a separate booking form and cheque is required for each event selected.

Name of Event:

Date of Event:Cost per person

Names of Members

1. Membership Number.....

2. Membership Number.....

Home Address PLEASE PRINT IN CAPITAL LETTERS

.....

Email Address

Telephone Number Home: Mobile:

I enclose a cheque for £.....made payable to **Beccles U3A SOCIAL Account**

Please print the Event, Name (s) and Membership Number(s) on the reverse of the cheque.

All members on a Beccles U3A excursion must give a contact name and telephone number which can be used in the event of an Emergency.

Name: PLEASE PRINT IN CAPITAL LETTERS

Tel Numbers – Home: / Mobile:

I /We agree to the Booking Terms and Conditions

1. 2. Signature/s

Our Social events are restricted to members only. All monies are non-refundable (as the U3A cannot suffer a loss) unless your place can be re-sold. If you have any special requirements including mobility please inform the Events Secretary so that we can confirm accessibility and assist with your needs.

Members travel and attend at their own risk. The U3A Public Liability insurance cover 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 return completed forms and cheques payable to **Beccles U3A SOCIAL Account to:**

Irene Squirrell Beccles U3A Events Secretary. 2 Sheridan Walk Worlingham Beccles NR34 7AS

Or alternatively you can give your completed form and payment to the Events Secretary at the monthly meeting. **Make sure that you book in advance of the closing payment date for each event (as published) to avoid any disappointment**

BOOKING TERMS AND CONDITIONS

When booking to attend a 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 that 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 NOT be accepted.
3. In general full payment will be required with a completed booking form.
4. Where a deposit is offered, it will be 20% or £10 whichever is greater and must be paid with your booking form which should be sent to the Events Secretary Irene Squirrell, whose address is on the form.

The deposit is NON-REFUNDABLE. Once your booking has been checked and accepted you will get a written acknowledgement via email or post.

5. Full payments or balance of payments MUST be made by the due date specified for the event. If after this stage you cannot go yourself it is suggested that rather than the U3A taking a loss you find another U3A member to take your place.
6. Payment may be by cheque -payable to the **Beccles U3A Social Account** and if you pay by cash at the monthly meeting, you will be given a receipt.
7. All trips and visits are subject to final confirmation subject to their financial viability

In order to continue with our very comprehensive calendar of social events we ask for your cooperation in this matter.

Beccles U3A Steering Committee May 2015.