



## Beccles u3a Booking Form for Social Events

Please be aware that all participants must be members of either Beccles or Lowestoft u3a, and that a separate booking form and payment is required for each outing.

Name of Event	_____	Date of Event	_____
Cost per member	£ _____	Amount Paid	£ _____
Member Name	_____	Membership No.	_____
Home Address	_____	Home Telephone	_____
Email Address	_____	Mobile Phone	_____
Additional Member	_____	Membership No.	_____
		Phone No.	_____

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 \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

If you have any accessibility or special needs, please give details:

Pick up point information, please select your preferred pick-up point from the list below:  
We will attempt to pick up enroute if possible.

<input type="checkbox"/>	Ashburnham Way, Supermarket	<input type="checkbox"/>	Carlton Transport Museum	<input type="checkbox"/>	Kempton Cross, Worlingham
<input type="checkbox"/>	Ingate/Ellough Road, Bus Stop	<input type="checkbox"/>	Beccles Market Place	<input type="checkbox"/>	Gillingham Swan
<input type="checkbox"/>	Bungay Green Dragon	<input type="checkbox"/>		<input type="checkbox"/>	

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.

Signatures: 1. \_\_\_\_\_ 2. \_\_\_\_\_

### Payment details:

- Please make cheques payable to: **Beccles u3a** and print the Event, Name(s) and Membership Numbers on the reverse of the cheque.
- If making a bank transfer, please pay to **account: 49232468 Sort code 30:99:50** and put your name, membership No. and name of trip as the **Reference**.
- If payment is made by cash a receipt **MUST** be obtained at the time of payment.

Please return completed form and payment to: **Mu Gurbutt, 5 The Walnuts, Worlingham, NR34 7EL (contact telephone: 01502 716994)**

You may also give the completed form and payment to the Events Desk at the monthly meeting.

Please ensure that you book in advance 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 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 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 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 Organisers decision at all times otherwise they risk not having any future bookings accepted.

## **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 be accepted. Please ensure a completed booking form and payment is received by the Events Secretary as soon as possible.
3. When booking a trip either a £10.00 deposit or full payment is required alongside a completed booking form. The deposit is **NON-REFUNDABLE**. Any remaining balance of payment will be due 1 month prior to the trip departure. Once your booking has been checked and accepted you will get a confirmation of your booking.
4. If you need to cancel your booking please advise the Events Secretary as soon as possible.
5. Payment may be by cheque -payable to the **Beccles u3a**. **A cash payment can only be received 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 final confirmation and to their financial viability.

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