

Townswomen's Guilds - GROUP Booking Ticket Application Form

- Please:
- Read the Terms and Conditions overleaf before completing this form
 - Write in BLOCK CAPITALS
 - Complete all sections of the application form, inserting `N/A` where necessary

Your ticket / order of service will be acknowledgement of your application. HOWEVER to request an **early** acknowledgement, you may wish to send either a SAE with your application form or an e-mail to

tghq@townswomen.org.uk

For TGHQ use only:

PURCHASE ORDER NUMBER	P/O
REFERENCE NUMBER	/

1. EVENT DETAILS:

Event Name: Event date:

2. APPLICANT'S DETAILS:

I **am** attending the above event YES* / NO* (please delete as applicable)

Member ID: Postcode:

Title: Miss / Mrs / Ms Forename Surname

Daytime Contact Number:

E-mail:

Guild or Federation for which you booking for:

Please indicate if **there are** any special requirements, i.e. dietary, health related:
.....

3. GROUP BOOKING DETAILS:

Please ensure that all Members below are aware of the Terms and Conditions detailed overleaf.

ID No	Surname	Initial	Special requirements
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4. PAYMENT DETAILS:

I am the Group Payee and I am enclosing payment for the whole group booking:

Ticket price: £..... Number of people being paid for:

Total value of cheque: £.....

5. TERMS OF BOOKING

Applicant, please sign below to confirm that you and the members listed above have read, understood and agree with the Terms and Conditions overleaf.

Signature: Print name: Date:

Please return this form with cheque to:

Townswomen's Guilds (Event), Tomlinson House, 329 Tyburn Road, Birmingham B24 8HJ

Tel: 0121 326 0400 Fax: 0121 326 1976 E-mail: tghq@townswomen.org.uk Website: www.townswomen.org.uk

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(DATE ISSUED: AUGUST 2012)

Townswomen's Guilds

Terms and Conditions for Group Bookings

1. This application form can be used to book any TG event including Observer tickets for the Annual General Meeting

Please note that Delegates will receive separate instructions to obtain Delegate tickets to the AGM

2. Full payment of all events must be made at the time of application
3. The Group Payee (the TG member making payment on behalf of the group) to pay with a single cheque for the total amount, payable to Townswomen's Guilds
4. All correspondence regarding event applications or cancellations must be in writing to TGHQ
5. Applications will be processed on a first come, first served basis
6. Tickets / order of service will be posted to the member making the application i.e. whose details appear in Section 2
7. Your ticket / order of service will act as your entry pass for the day; without your ticket you **may not** be able to gain entry. However if you find yourself in this position on the day, on arrival at the venue please make yourself known to a TG 'Official', either a National Trustee or a Staff Member (latter not always present)
8. Tickets / order of service are non-refundable and non-transferable
9. If your ticket / order of service is lost or stolen you must inform TGHQ, in writing, as soon as possible and a replacement ticket will be issued by TGHQ. An administrative fee will **NOT** apply
10. For a Group booking, the total amount paid by the Group Payee must equate to the number of individuals listed overleaf
11. If applicants of a group booking would like to be seated together, this must be clearly stated in a covering letter, but TGHQ cannot guarantee group seating. Once you have received your ticket you are not permitted to change your seat or table except at the discretion of TGHQ
12. TGHQ reserves the right to change the content, timing, speakers and, in exceptional circumstances, the date and/or the venue
13. In the unlikely circumstance of the event being cancelled or postponed by TGHQ, TG will refund applicants' monies as soon as is reasonably practical
14. In the unlikely circumstance of the event being cancelled by the venue, TG will offer a refund only to the extent that we are able to recover such sums from the venue
15. Application Form and Terms and Conditions can be photocopied
16. Non-members can apply to attend any event **WITH THE EXCEPTION OF THE NATIONAL CAROL SERVICES AND THE ANNUAL GENERAL MEETING** but must complete and sign a separate application form and return it to TGHQ together with full payment
17. TGHQ reserves the right to refuse any application

Definitions

- TG = Townswomen's Guilds
- TGHQ = Townswomen's Guilds Headquarters
- Group Booking = Multiple application forms with one cheque for the combined total
- Group Payee = A nominated TG member who is responsible for administering group bookings and payment to TGHQ

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