



Townswomen's Guilds – INDIVIDUAL Ticket Booking 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
- Please use the GROUP booking form for multiple applications
- Use this form to pay by cheque and the TG online shop to pay by card (www.the-tg.com)

1. EVENT DETAILS:

Event Name: Event date:

2. YOUR DETAILS: :

Please tick if you would like a receipt see term 7

Title: Forename Surname

Address:

Postcode: Member ID:

Contact Number: Email:

Guild Name: Guild Code:

Federation Name: Federation Code:

Please indicate if you have any special requirements, i.e. dietary, access, other:

3. PAYMENT DETAILS:

I am enclosing my individual payment. (Cheques should be made payable to Townswomen's Guilds).

Ticket price: £..... Cheque number: Total value of cheque:

4. IN CASE of CANCELLATION please complete the following to enable us to refund you quickly by bank transfer.

Your Account Name.....

Your bank sort code Your Account number.....

5 TERMS OF BOOKING

Please sign below to confirm that you have read, understood and agree with the Terms and Conditions overleaf.

Signature: Print name: Date:

Please return this form with your cheque to:

Townswomen's Guilds (Event), Gee House, Holborn Hill, Birmingham B7 5JR

Correspondence about bookings should be sent to the same address or emailed to kelli@the-tg.com

Terms and Conditions for Individual Bookings

1. This application form can be used to book any TG event including Observer tickets for the Annual General Meeting. **AGM tickets for Delegates and Banner Carriers are dealt with separately.**
2. Requests for seating with people who have booked separately for the AGM should be made in an attached letter or email. We cannot guarantee that tickets will be next to one another and we cannot change allocated seats after tickets are issued; however, we do encourage you to speak to other attendees to try and resolve problems.
3. TG reserves the right to change the content, timing, speakers, and in exceptional circumstances the date and /or the venue.
4. All event applications should be accompanied by a cheque. For payments by card you must complete the form in the online shop.
5. Applications will be processed on a first come, first served basis. Any applications received before booking officially opens, will be treated as received on that day.
6. Tickets / orders of service will be posted directly to the person whose details appear in section 2.
7. Your ticket will be acknowledgement of your application. For earlier acknowledgement you should tick the box in section 2 and include a stamped addressed envelope or ensure you have entered an email address.
8. Your ticket/order of service allows you access to the event, in its absence you will be asked for identification. If a ticket/order of service is lost or stolen please let us know as soon as possible so that a replacement can be arranged for collection at the venue.
9. Tickets /orders of service are **only** refundable if the event is cancelled. However, tickets may be transferred to another Member (please note that we may not be able to make late changes to dietary requirements. If the event is full we will prepare a waiting list, in that case we **may** be able to help you sell on any unwanted tickets. Please contact Kelli Jones as above. Refunds will be made by bank transfer – please complete section 4.
10. You may apply for tickets on behalf of a non-member for all events reported as being open (this excludes the AGM) but a higher price will apply please use a Group Booking Form if you are booking for more than one person.