



5. <b>Payment Details</b>		
Number of tickets	Ticket Price	Total
Members	£	£
Non- Members	£	£
<b>Total tickets</b>	////////////////////	£

Please complete one of the following for your payment:

**Either:** I am enclosing cheque number \_\_\_\_\_ for £  
 Made payable to **Townswomen's Guilds**

**Or: I have made a bank transfer for £ \_\_\_\_\_ on \_\_\_\_\_ (insert date)**  
 Bank transfers should be made to NatWest account name Townswomen's guilds, sort code **60-07-41**  
 Account number **01022806**. Please quote your Guild number (beginning with G) and AGM, IWD,  
 CAR(carols) or CONF (conference) as appropriate.

**6. 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.....

**7. Terms of Booking**  
 Applicant, please sign below to confirm that you have read, understood and agree with the Terms and Conditions printed below and have drawn them to the attention of those included in this booking  
 Signature: ..... Date: .....

**Please send completed forms with a cheque to:**

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

**If you are paying by bank transfer you may email your form to [kelli@the-tg.com](mailto:kelli@the-tg.com) or post to that above.**

All correspondence about bookings should be sent to the same address or email.

### **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. **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. Full payment for all events must be made at the time of application. This may be accomplished by accompanying the application with a cheque or by bank transfer, 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. Non-member applications may be included for events reported as being open (this excludes the AGM) please ensure that you record as a non-member and apply the higher ticket price quoted in Townswoman magazine.
7. Tickets / orders of service will be posted directly **to the person whose details appear in section 2 above.**
8. 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.
9. 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.
10. 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 6.