



Townswomen's Guilds - INDIVIDUAL 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 will be acknowledgement of your application HOWEVER to request an acknowledgement, you may wish to send either a SAE with your application form or an e-mail to contact@the-tg.com

For TGHQ use only:

P/O NUMBER	P/O
REFERENCE NUMBER	/

1. EVENT DETAILS:

Event Name: Event date:

2. APPLICANT'S DETAILS:

Title: Forename Surname

Address:

Postcode: Member ID:

Daytime Contact Number: Mobile:

Guild Name: Guild Code:

Federation Name: Federation Code:

Please indicate if you have any special requirements, i.e. dietary, health related:

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. TERMS OF BOOKING

Applicant, 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 cheque to:

Townswomen's Guilds (Event), Gee Business Centre, First Floor, Gee House, Holborn Hill, Birmingham B7 5JR
 Tel: 0121 326 0400 E-mail: contact@the-tg.com Website: www.the-tg.com

Townswomen's Guilds

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

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. TGHQ will accept individual bookings. For group bookings see GROUP Booking Ticket Application Form
3. All correspondence regarding event applications or cancellations must be in writing to TGHQ
4. Applications will be processed on a first come, first served basis
5. Tickets / orders of service will be posted directly to each member
6. Your ticket / order of service will be acknowledgement of your application HOWEVER to request an acknowledgement, you may wish to send either a SAE with your application form or an e-mail to contact@the-tg.com
7. Your ticket / order of service will act as your entry pass for the day; without your ticket / order of service you will not be able to gain entry
8. Tickets / orders 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 where possible a replacement ticket will be issued by TGHQ and an administrative fee will apply
10. If an applicant would like to be seated with other TG members, this must be clearly stated in a covering letter, however, TGHQ cannot guarantee group seating. It is preferable however in these circumstances to use the Group Booking Ticket Application Form as once you have received your ticket you are not permitted to change your seat or table except at the discretion of TGHQ
11. TGHQ reserves the right to change the content, timing, speakers and, in exceptional circumstances, the date and/or the venue
12. In the unlikely circumstance of the event being cancelled or postponed by TGHQ, TG will refund applicants' monies as soon as is reasonably practical
13. 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
14. Application Form and Terms and Conditions can be photocopied
15. Non-members can apply to attend any event **WITH THE EXCEPTION OF THE NATIONAL CAROL SERVICE AND THE ANNUAL GENERAL MEETING** but must complete and sign a separate application form and return it to TGHQ together with full payment
16. TGHQ reserves the right to refuse any application

Definitions

- TG = Townswomen's Guilds
- TGHQ = Townswomen's Guilds Headquarters
- Individual Booking = an applicant sending a single application for an event and cheque for themselves
- Ticket will in certain circumstances be an order of service