



## Townswomen's Guilds - GROUP Booking Ticket Application Form

- Please:
- Read the Terms and Conditions overleaf before completing this form
  - Write in BLOCK CAPITALS and please continue section 3 on a separate sheet if necessary
  - 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](mailto:contact@the-tg.com)

*For TGHQ use only*

<b>P/O NUMBER</b>	<b>P/O</b>
<b>REFERENCE NUMBER</b>	/

### 1. EVENT DETAILS:

Event Name: ..... Event date: .....

### 2. APPLICANT'S DETAILS:

I am attending the above event YES\* / NO\* (please delete as applicable) – if YES please do not put your name down in Section 3

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. GROUP BOOKING DETAILS:

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

ID No	Full Name	Signature	Special requirements
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

### 4. PAYMENT DETAILS:

I am the Group Payee (TG member making payment on behalf of the group) and I am enclosing payment for the whole group booking:

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

Cheque number: ..... 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), Gee Business Centre, First Floor, Gee House, Holborn Hill, Birmingham B7 5JR**

Tel: 0121 326 0400 E-mail: [contact@the-tg.com](mailto:contact@the-tg.com) Website: [www.the-tg.com](http://www.the-tg.com)

# 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 Guilds and Federations will receive separate instructions to obtain respectively, Delegate and Banner Carrier tickets to the AGM**
2. Full payment of all events must be made at the time of application. TGHQ will accept individual and group bookings
3. Each applicant within a group booking must sign the application form. The Group Payee, 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 / orders 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 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](mailto:contact@the-tg.com)
8. 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
9. Tickets / orders of service are non-refundable and non-transferable
10. 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
11. For a Group booking, the total amount paid by the Group Payee must equate to the number of individuals listed overleaf
12. If applicants of a group booking would like to be seated together, this must be clearly stated in a covering letter, however, 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
13. TGHQ reserves the right to change the content, timing, speakers and, in exceptional circumstances, the date and/or the venue
14. In the unlikely circumstance of the event being cancelled or postponed by TGHQ, TG will refund applicants' monies as soon as is reasonably practical
15. 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
16. Application Form and Terms and Conditions can be photocopied
17. 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
18. TGHQ reserves the right to refuse any application

### **Definitions**

- TG = Townswomen's Guilds
- TGHQ = Townswomen's Guilds Headquarters
- Group Booking = Multiple applications 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
- Ticket will in certain circumstances be an order of service