

## SOUTH EAST STAFFORDSHIRE ASSOCIATION OF NATIONAL TRUST MEMBERS

### Booking Arrangements and Conditions

Like any sensible organisation, the Association operates with the minimum of rules and regulations but the steady and welcome increase in the number of members attending all types of events necessitates a full statement of the booking arrangements as there is an obvious limit to the number of members that can be accommodated for any one event, e.g. the coach capacity or the number that a property owner is willing to take on a car-section visit.

Newsletters with details of the Programme of Events and Booking Forms are circulated every four months and members are requested to book for events as soon as possible.

Bookings must be made through the Bookings Secretary and be accompanied by the necessary payment. No bookings can be accepted until payment is actually received by the Bookings Secretary. Bookings are not taken for Talks and Walks, but *walkers are asked to notify one of the Organisers if they intend to join a walk.*

Any members wishing to receive conformation of bookings should enclose a stamped, addressed envelope or attach an email address with their completed booking form to cover all bookings made at any one time.

For Coach Visits, provision is made on the Booking Forms for members to indicate whether they are boarding the coach at Lichfield or Tamworth.

Bookings must be made through the Bookings Secretary but questions of detail, e.g. further information on how to get to a particular venue, should be referred to the Event Organiser whose name is shown at the end of each event.

It is most important, if members who have booked for a coach visit find that they cannot attend, that they should inform the Bookings Secretary or Event Organiser. Failure to do so means that the coach may be detained unnecessarily and the Event Organiser starts the journey uncertain as to whether or not someone has been left behind. Obviously, the same principal applies with other events, such as Car Section visits.

Where the Association has been committed to the cost of coach hire, entry to properties or meals, a refund (less £1.00 handling charge) will be made only if the place(s) can be re-allocated or the cancellation is made for medical reasons as long as the organisers of the event are informed. No refunds will be given unless requested.

When a limit on numbers as mentioned in the Programme is reached the Bookings Secretary will keep a Reserve List and will notify members in order of booking if places become available.