

BEACONSFIELD & DISTRICT HISTORICAL SOCIETY

CONDITIONS OF BOOKING FOR VISITS

1. Booking

Members may apply for a booking for any of the attached list of outings at any time up to 14 days before the date of the outing by completing the appropriate booking slip and sending it, together with the specified payment (see 4, below), to the name and address printed on the booking slip. Please include your phone number in case we need to contact you for any reason. There is also space for an optional 'Emergency' number that we can use in case of illness on the day. Bookings will be taken as from the official release of this document. All applications received will be treated on a first-come first-served basis. If any outing is over-subscribed the latest applicants will be notified and be given the option of going on the waiting list.

2. Non-members and late bookings

Applications from, or on behalf of, non-members will only be entertained from 14 days before the date of the visit and only if spaces are available. Late applications from members during that 14 day period may also be accepted, but they will have no priority over allocations already made to non-members.

3. Confirmation of bookings

We do not issue any tickets, but if you want a confirmation of your booking, please send a stamped addressed envelope with your applications. All members will be advised if their application is NOT successful so that they can indicate if they wish to go on the waiting list or not.

4. Payment

All applications must be accompanied by the appropriate payment. Please send a separate cheque for each outing, **with the name of the relevant outing on the back of the cheque.** Make cheques payable to Beaconsfield and District Historical Society, (BDHS is acceptable). Cheques may be dated up to 14 days prior to the date of the outing. It will be helpful if cheques can be attached to booking slips with paper clips, rather than a staple.

You may pay by cash if you wish, but do not send cash through the post.

5. Cancellations

A full refund will be given if you cancel at least 14 days before the outing. Refunds after that date cannot be promised but will be made if possible. Cancellation notifications should be made to the relevant organiser. Should the Society cancel any outing, all payments will be refunded.

6. Surcharges

The Society reserves the right, in exceptional circumstances, to make any necessary surcharges. (This may apply to non-senior members of our Society). If required these will be collected on the coach.

7. Pick-up points

Please indicate your chosen pick-up point on the booking slip. It is a good idea to mention if you will be bringing a wheelchair or walking aids.

8. Data Protection and Privacy

The personal information you provide on the booking form will be used only to contact you, if necessary, in connection with the visits you have booked. It will not be disclosed to any other third parties.