



EVENT BOOKING FORM

One form per person please

Event title(s)

Date(s) of event (s)

Cost

Surname

First name

Membership number (if applicable)

Coupon code (if a member, not needed for face-to-face bookings)

Email address (this will be used only to contact you about this event)
.....

Telephone number (for emergency use only)

Payment method: Cheque/Card/Cash (please circle as appropriate)

I have read and agree to the terms and conditions (please tick)

Any allergies

Any disability Yes/No

If Yes, please specify

Thank you for booking this event with Berkshire Family History Society.

We look forward to seeing you.

v1.1 For office use only

How booked online/in person/by post _____

Date booked _____

Contacted re placement Yes/No

Payments received/refunded _____

Course leader informed and details passed on _____

Events Booking: Terms and Conditions

Bookings

All fees, where shown, are payable to the society in full and in advance of the event taking place. Your place will be reserved once your booking request is received (with correct payment) and accepted. Your completed event booking form, online event purchase, or face-to-face booking, when backed up with a payment, constitutes a firm booking. Sterling cheques or money orders should be made payable to 'Berkshire Family History Society'.

Members' discount.

Where discounts apply, members will receive them providing the booking processes are followed. When booking online or by post you must quote your current membership number and the relevant coupon code to obtain your discount. For face to face bookings you will need to show your current membership card.

Multi-event booking discounts

Multi-event discounts may apply on some events, e.g. when booking all five afternoon talks for one quarter together. Such a discount is only obtainable when the multi-event booking is made and paid for in advance, or on the day and immediately before, the first event in a series takes place.

Acknowledgement of booking

The society will confirm your booking, and send any further information, to the email address that you provide (rather than by post).

Limit on numbers

Places for some events are limited. Early booking is strongly recommended.

Cancellation of a booking

You must notify your intention to cancel by email (events@berksfhs.org.uk). For a cancellation received two weeks or more before an event, the society will refund any associated payment in full. If advice of cancellation is received less than two weeks before an event date, refund of any payment will be at the society's sole discretion, dependent on the financial commitment already entered into for that event.

Substitute attendees

A substitute may attend in your place if you are unable to take part in an event for which you have booked a place. These terms and conditions also apply to that individual. If that attendee is not a current society member, they will need to meet any difference in cost of attendance.

Cancellation or change by the society

The society will make every effort to fulfil the published events programme, but reserves its right to cancel, postpone and to make changes to any event, including dates, content and timing.

If cancellation of an event proves necessary for any reason, the society's liability is limited to the return of any event fee paid. The society will not be held liable for, nor will it reimburse, any travel, hotel, or other associated cancellation fees or penalties.

Disabled access

Before booking for any event, you should check disabled access details directly with the events team, or with the location or building concerned. Disabled parking places are located in front of Reading Central Library, however the society cannot guarantee the availability of these spaces.

Personal possessions

No responsibility can be accepted for loss, theft or damage of any personal items during an event. You are encouraged to use the lockers at The Centre for Heritage and Family History. These are available on a first come, first served basis.

Privacy The society uses personal data that you supply on booking to deliver your requested event services. It will be held securely and not be used for any other purposes or sold or passed on to any third party.

Allergies and intolerances

When refreshments are provided at an event, all attendees have a responsibility to advise the events team of any allergies or intolerances that they may have, and to check whether foodstuffs and drinks are safe for them to consume.

Berkshire Family History Society, The Centre for Heritage and Family History, 2nd Floor, Reading Central Library, Abbey Square, Reading, Berkshire, RG1 3BQ