



## Fulwood Methodist Church

### Theatre Visits Booking Policy

1. These new arrangements will apply from **5<sup>th</sup> March 2017**.
2. **Details of forthcoming visits**

These will be displayed on the church notice board and church website. They will be updated from time to time to show the number of places still available. However, as the situation is constantly changing, it is always best to contact the administrator for the most accurate details of places available.
3. **To book a place**

Please use the new revised booking form. It can be handwritten and posted to us or sent by email. There is also a postbox located on the wall outside of the administrator office in church (Copper Beech room). Bookings will no longer be taken on the coach during a visit (although forms will be available for you to collect).

A £10 non-returnable deposit/administration fee should be included with the booking form or sent as soon as possible to ensure a place is reserved. Only when the £10 deposit is received will a place be reserved on the trip.
4. **Balance of payment due**

Having paid the £10 deposit, the remaining cost (along with any insurance fee – see below) should be paid 28 days before the visit. Some trips may necessitate different payment terms, such as residential trips where alternative private insurance arrangements or payment terms or deposits to secure the booking may be required. If the balance of the payment is not made 28 days in advance of the trip or by the date due, your seats may be resold to individuals on the waiting list **and you will lose your £10 deposit/administration fee**. If you have paid the insurance fee against cancellation, please see details (Section 6 – Cancellation and Insurance)
5. **Method of payment**

You can pay in cash or by cheque. Cheques to be made payable to Fulwood Methodist Church and can be posted or hand delivered to:-

The Church Administrator, Fulwood Methodist Church,  
Watling Street Road, Fulwood, Preston, PR2 8EA.

A receipt or email receipt can be provided if requested. Please ensure that you include the name of the show you are paying for and who the payment is from when sending your payment if it is not with a booking form.
6. **Cancellation and Insurance**

Should you cancel your place up to 28 days before the trip you will not be required to pay any additional charges, but you will lose your £10 deposit/administration fee and any insurance fee you have paid.

If you cancel within the 28 day period and have paid the insurance fee and the full visit price, the cost of the ticket and travel (not the deposit/administration fee or the insurance fee) will be refunded to you.

If you have not paid the insurance fee we will do our best to sell the ticket for you (if requested), but will charge a £3 administration fee for doing so (which will be in addition to the non-returnable administration fee of £10). Alternatively, the ticket will be passed to you for you to resell. However, you will need to inform us of the names of those travelling with us.
7. **If we cancel the trip**

There may be occasions when we may have to cancel the trip or visit. In which case all payments made already will be fully refunded including the insurance fee and the £10 deposit.
8. **Tickets**

The coach departs from Fulwood Methodist Church and tickets will be distributed on the day prior to embarking on the coach. If you require your ticket earlier, because you are making your own travel arrangements, please let us know and we will be able to provide you with your ticket earlier, providing you have paid the full amount. Where possible we try to accommodate most people's preferences when it comes to seating requirements, eg, aisle seats etc, however we cannot always guarantee that there will be aisle seats available or front seats of coach etc.