

## THE OLD TIME DANCE SOCIETY EVENT BOOKING POLICY

- An event can only be booked when it is advertised in the newsletter with Hotel costs
- A completed booking form must be sent for all bookings, whether paying by cheque or online
- A picture of the completed booking form can be emailed for those paying online but the form will be held for three days to ensure no advantage is gained
- A booking form will be printed in the newsletter when an event is advertised for booking a photocopy of the form will be acceptable.
- All bookings are on a first come first served basis on receipt of a completed booking form and deposit
- A booking form to be completed for one room only and for one event (one form for 2 sharing)
- Anyone sharing will be liable for the single supplement should one of you cancel
- All deposits are non-refundable
- Thursday night, if required to be booked at the time of initial booking, when you pay a deposit. Once a booking has been confirmed any extra nights to be booked and paid directly with the hotel. **(Unless the event is advertised as a three day event only, because the hotel has insisted any extra nights to be booked and paid directly with the hotel)**
- Final payments to be received by the date on the confirmation booking letter
- Please inform the hotel of all your dietary requirements when checking in