

THE OLD TIME DANCE SOCIETY

Event Booking Policy

We want everyone to enjoy our events and for the booking process to be as simple and fair as possible. The following information explains how bookings are handled.

Booking an Event

Events may be booked once they have been advertised in the Society newsletter together with the relevant hotel costs. Bookings are dealt with on a **first come, first served basis** once we have received: a completed booking form; and the required deposit. A separate booking form should be completed for each room and each event. Where two people are sharing a room, one booking form may be used for both guests. A photocopy or copy of the booking form published in the newsletter is acceptable.

Paying by Cheque

If you are paying by cheque, please send your completed booking form with your cheque, made payable to: **Old Time Dance Society Ltd**

Paying Online

If you are paying online, a photograph or scanned copy of your completed booking form may be emailed to the Events Secretary.

To make the booking process fair to members who are paying by post, online bookings may be held for up to three days before a room is confirmed.

Your booking is not confirmed until you receive confirmation from the Society.

Deposit

A deposit of **£25 per person non refundable** is required when booking.

The deposit covers costs and commitments made by the Society in connection with the event. If the Society cancels the event, payments made directly to the Society will normally be refunded, subject to any circumstances outside the Society's control and any costs which cannot reasonably be recovered.

Sharing a Room

If two people have booked to share a room and one person later cancels, the remaining guest may become responsible for any additional **single-room or single-occupancy supplement actually charged by the hotel**.

Where practical, the Society will try to help members understand the options available before any additional charge is incurred.

Thursday Night

If you require accommodation for Thursday night, this should be requested when making your initial booking and paying your deposit.

Once your event booking has been confirmed, any additional nights should be booked and paid for directly with the hotel.

Some hotels require all additional nights to be booked directly with them. Where this applies, it will be explained in the event information.

Final Payment

The Balance of your event payment must be received **by** the date shown on your booking confirmation letter.

Dietary Requirements

Please make the hotel aware of any dietary requirements when you check in. Where appropriate, we also recommend informing the hotel in advance.

Changes or Cancellations

If you need to cancel or change your booking, please contact the Events Secretary as soon as possible.

Our Aim

These arrangements are designed to make bookings fair for all members and allow the Society to meet commitments. If you are unsure about any part of the booking process, please contact the Events Secretary before booking. We will be happy to help.