

Worcester Victorian Christmas Fayre Coach Booking Form

Thursday 29th November – Sunday 2nd December 2018

Please return completed form to christmas@worcester.gov.uk or post to Victorian Fayre Team, Worcester City Council, The Guildhall, High Street, Worcester, WR1 2EY.

If you have any questions, please call 01905 722374

Before completing this booking form, please read the **Worcester Victorian Christmas Fayre 2018 Coaches Terms and Conditions**.

Please note that all coaches and minibuses arriving at Worcester City Centre during the dates of the event without pre-booking will be treated as 'fly coaches' and are charged at the rate of £144 (incl VAT) per coach.

Please complete the form clearly in BLOCK CAPITALS

Coach Company Details	
Contact Name	
Coach Company	
Address	
Postcode	
Telephone Number	
Email Address	

COACH PACKS WILL BE SENT DIRECTLY TO COACH COMPANY 10 DAYS PRIOR TO EVENT

Group Booking Details	
Contact Name	
Group / Organisation Name	
Address	
Postcode	
Telephone Number	
Email Address	
Does the group have any accessibility requirements? NO / YES Please specify:	

Your personal information will be used by Worcester City Council to process your booking for the 2018 Worcester Victorian Fayre. We may need to pass on your details to Warwickshire and West Mercia Police who will be working with Worcester City Council to organise the Fayre. Your information will be deleted once no longer needed following the event.

If you would like us to retain your information so that we can contact you regarding future Fayre bookings, please tick here _____. You can ask us to amend or remove your details at any time by contacting us using the methods at the beginning of this form. To view Worcester City Council's privacy policy please go to: www.worcester.gov.uk/privacy-policy.

Invoice Details – Please Complete in Full	
Contact Name	
Company Name	
Address	
Postcode	
Email Address	
VAT Number (if applicable)	
Purchase Order Number	

Prices and Booking Details

Please state here your preference for arrival / departure times. We will reserve your time slot on a first come first served basis. If the requested arrival / departure time is not available the nearest time slot, within 30 minutes, will automatically be allocated. You will receive confirmation via email once agreed; this time slot must be adhered to.

The dates and prices are as follows:

Date	Cost per coach	No. of coaches	No. of passengers	Preferred drop off time	Preferred pickup time
Thursday 29 th November 2018 12pm – 9pm	£50.00 inc VAT				
Friday 30 th November 2018 11am – 9pm	£60.00 inc VAT				
Saturday 1 st December 2018 10am – 8pm	£85.00 inc VAT				
Sunday 2 nd December 2018 11am – 5pm	£60.00 inc VAT				
Total payable					

Payment

Invoices will be sent once the booking form has been received and processed, please be aware invoices are sent on a weekly basis from our accounts department. Worcester City Council requires payment within 30 days of invoice. Failure to send payment in this time may result in your booking being cancelled. Methods of payment are stated on the invoice.

Agreement

I have read and understand the Worcester Christmas Fayre 2018 Coaches Terms and Conditions and agree to be bound by them.

Signature: _____

Name: _____

Please print clearly