

Worcester Victorian Christmas Fayre Coach Booking Form

Thursday 3 December – Sunday 6 December 2020

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 email christmas@worcester.gov.uk

Before completing this booking form, please read the **Worcester Victorian Christmas Fayre 2020 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 the daily rate plus a £30 parking penalty charge.

Please complete all fields clearly in BLOCK CAPITALS

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

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

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:	

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

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.

There is an early bird booking fee if booked by **31st May 2020** and paid by 30th June 2020. If payment is not received, the charge will increase to the standard rate. All terms and conditions apply to ALL bookings.

The dates and prices are as follows:

Date	Cost per coach		Number of coaches	Number of passengers	Preferred drop off time	Preferred pickup time
	Early Bird	Standard				
Thursday 3rd December 2020 12pm – 9pm	£50.00 inc VAT	£60 inc VAT				
Friday 4th December 2020 11am – 9pm	£60.00 inc VAT	£70.00 inc VAT				
Saturday 5th December 2020 10am – 8pm	£85.00 inc VAT	£95.00 inc VAT				
Sunday 6th December 2020 11am – 5pm	£60.00 inc VAT	£70.00 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 monthly 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 2020 Coaches Terms and Conditions and agree to be bound by them.

Signature: _____

Name: _____

Please print clearly

Your personal information will be used by Worcester City Council to process your booking for the 2020 Worcester Victorian Fayre. We may need to pass on your details to our security team running the coach system during the event 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.