

Information about booking for Arts Society Wensum Trips

- From now on there will be no list to show interest in a trip, as this has caused confusion amongst some members into thinking they have booked a definite place.
- The trips will be advertised in the Newsletter but booking forms will only be available to download online after they have been distributed at a lecture. This is to give everyone a fair chance.
- Places can **only** be secured once the organiser has received **both** the application slip and a cheque or BACS payment. Please note that paying by BACS, but not sending the application slip to the organiser does not secure a place.
- When making payments by BACS, completing the Reference field is *essential* to avoid any confusion about what the payment is for. The format of the Reference should be:
For Special Interest Days: SIDMMYY[surnameInitials] eg SID0424JonesHR
For Visits: VISMMYY[surnameInitials] eg VIS0923CallaghanMB

This format will be specified on all future payment instructions and/or reference will be made to this document.

MMYY is a two-character month, followed by the last two digits of the year.

No spaces are required in the Reference field.

No brackets are required around the Surname and Initials

If your name is very long, don't worry, just include as much as the BACS Reference box allows.

- All places are processed on a strictly 'first come first served' basis.
- Guests will be placed on a Reserve List for four weeks after which they will be accepted, if there are still places available, so as to ensure that Members have priority booking.