

Booking Events — Frequently Asked Questions

How do I book and get tickets?

Email, post or phone through the booking form details. Booking forms are at **[leicestershire-and-rutland.thewi.org.uk /federation downloads](http://leicestershire-and-rutland.thewi.org.uk/federation-downloads)**

No paper tickets will be sent, an email is your confirmation. Please forward this email to anyone else named on your booking form.

Please ensure all contact details are supplied on the booking form in case of any emergencies.

What if the event is full?

You will be added to a waitlist. All names on the waitlist will be contacted on the deadline for booking to confirm.

- Where we can offer you alternative places (e.g different date/ time) we will.
- Where we cannot provide this then your name will stay on the waitlist if we run the event again to make sure you are prioritised. If you have paid then you will be refunded.

Need to pay?

Please send BACs payments to: L&RFWI, Nat-West Bank, Sort code: 60-02-17, Account number: 24626546 Reference: Event Name
OR
wait for the invoice to your WI. Payments by Cheque (Secretaries/Treasurers only) can be sent to WI House made payable to LRFWI with event name written on the back or by BACS as above.

What if the event is cancelled?

If the event does not have the numbers attending to be held so we will cancel the event. Sometimes other reasons beyond our control means we need to cancel

- Where we can offer you an alternative (e.g different date/ time) we will.
- If you have paid then you will be refunded.

Need to cancel?

Please let us know ASAP by contacting Wlhouse@lrfwi.org. Once you receive your invoice/receipt, no refunds will be given.

You can arrange for another WI member to attend if you can.

WHAT'S ON? CHECK EVENTS CALENDAR ON leicestershire-and-rutland.thewi.org.uk

INDIVIDUAL BOOKING? EMAIL, POST OR PHONE BOOKING FORM DETAILS AND PAY BY BACS

BOOKING THROUGH SECRETARY? EMAIL, POST OR PHONE BOOKING FORM DETAILS AND PAY BY BACS OR CHEQUE

ANY QUERIES? CALL 0116 2661342 BOOKINGS—OPTION 1, FINANCE—OPTION 3