**HASSRA Sunderland BOOKING FORM**

**Trip/Event booking form**

|  |  |
| --- | --- |
| Trip/Event name |  |
| HASSRA member name |  |
| Office Location |  |
| Mobile tel. no. |  |

**COMPLETED BOOKING FORMS – FAO Elaine Bates to**

[**durhamhouse.hassra@dwp.gov.uk**](mailto:durhamhouse.hassra@dwp.gov.uk)

**IMPORTANT NOTE – PLEASE READ**

* **Only HASSRA members are allowed to make bookings on behalf of themselves and their party.**
* **The HASSRA member making the booking MUST also be attending the event/trip and will be fully responsible for the behaviour of all members in their party**.
* If your booking form is not fully completed it will be returned to you. No booking will be accepted without a fully completed form.
* **Do not send any payment until you have received an email confirming you have been accepted for the event.**
* Once confirmed, all monies must be paid within 2 weeks of the Event/Trip date.
* **Cancellation:** If HASSRA Sunderland cancel an event or trip then a full refund of any monies paid will be made to the staff member on the front of the booking form(s). **Once payment has been made, if anyone wishes to cancel, then unless a replacement can be found at short notice, there will be no guarantee of a refund for that cancellation.**
* **TRIPS - SEATING ON COACHES:** You and your Party members will be allocated seats that you must adhere to on outbound and return journeys.

**If you can transfer your payment to:**

**Durham House HASSRA**

**Sort Code: 01-06-28**

**Account no: 44244835**

**Reference: (TRIP NAME) and your surname**

**We will be using this account until the merging of the clubs is complete – the name on the account will change to HASSRA Sunderland soon.**

**Full details of your party including yourself.**

|  |  |  |
| --- | --- | --- |
| Full Name  \*delete and replace or delete if line not required | Please state:   * Wearview House Staff * Non Wearview House Staff * Child | Please state your journey starting point   * Sunderland * Seaham * Peterlee * Washington |
| \*HASSRA member |  |  |
| \*Party member |  |  |
| \*Party member |  |  |
| \*Party member |  |  |
| \*Party member |  |  |
| \*Party member |  |  |
| \*Party member |  |  |
| \*Party member |  |  |
| \*Party member |  |  |

**Terms & Conditions:**

I am aware of my Department’s Standards of Behaviour and agree to abide by those Standards of Behaviour.

I take responsibility for the persons named on this booking form who will be attending the event.

I understand myself and my party will be at the pick-up point on time for both outbound and return journeys and it is my responsibility to know exactly where those pick-up points are located.

I will inform the Committee member responsible for this event of any changes to names immediately.

Sign………………. ……………….. Date……………………………………………...

**OFFICIAL USE:**

**Costs/Payment, to be paid in to HASSRA Sunderland Bank account by …**

|  |  |  |
| --- | --- | --- |
| **Based on the above attendees** | **Amount/date rec’d** | **Treasurer Notes** |
| Durham House HASSRA  Club Members x @ |  |  |
| Non-members x @ |  |
| Children x @ |  |
| **TOTAL** | **£** | **Treasurer name:** |