

WASH 2011 BOOKING CHECKLIST

WHAT DOES THE GROUP NEED TO DO?

The Group should elect an honest, reliable person who is planning to attend WASH 2011 to act as Booking Agent.

The Group Chairman & Booking Agent must ensure anyone attending WASH 2011 is an 18 Plus member, possessing a valid membership card/receipt.

Membership receipts are only valid for 1 month, so it's important that the Group Treasurer or Membership Secretary sends any new or renewal memberships to National promptly. If a valid membership card or receipt is isn't produced on arrival at WASH 2011 a levy equal to the current full membership fee will be charged. Part of this levy can be redeemed from National after the event under current Federation rules. (*Please see Booking Condition 1*).

If anyone loses their membership card or National never send out their card, we recommend the Group contact National at least a month *before* the weekend to sort it out.

We suggest you collect money towards WASH 2011 from your Group members regularly. Why not set up a weekly or monthly savings scheme? This will prevent problems when trying to collect the full balances later.

WHAT DOES THE BOOKING AGENT NEED TO DO?

DEPOSITS

The cost of WASH 2011 is from £64.00 per member. Booking Agents should collect a deposit of at least £20 per person. **No bookings will be taken on the door.** All bookings must be made through a designated Booking Agent.

The Booking Agent should send a **Group cheque** for the deposits, made payable to **18 PLUS HUNSTANTON WEEKEND** together with the completed Deposit Booking Form to **Paul Catterwell, WASH 2011 Bookings Officer, 2 Russett Close, Reffley, King's Lynn, Norfolk. PE30 3HB.** Any incomplete forms/wrongly made out cheques will be returned.

The deposit reserves a place on condition that the balance is received by the WASH 2011 Bookings Officer by 26th September 2011. All deposits are non refundable, unless the event sells out. Places are limited by the accommodation available & are allocated in the order in which deposits & balances are received.

BOOKING FORMS & BALANCES

Once all the deposits are collected, **the Booking Agent should sort the members into groups of 4 or 6** & write the names on the WASH 2011 Booking Form. (*If you have less than 4 people in a caravan, then the cost of the unused accommodation must be paid for, unless you can find members of other groups to share with you. Please speak to Paul or Dawn on 01553 670937 if you need details of the additional cost which must be paid or want to be put in touch with other groups who are also looking for people to share with*).

Next, collect all outstanding balances from members, ensuring they read the Booking Conditions on the reverse of the WASH 2011 Booking Form & then sign to say they agree to them. Early completion of this form is recommended.

The completed WASH 2010 Booking Form should then be sent to Paul with a **Group cheque** for the balances made payable to **18 PLUS HUNSTANTON WEEKEND** by **26th September 2011**. If balances are received after this date, the reservation will be cancelled, if the event has a waiting list. Any incomplete forms or wrongly made out cheques will be returned.

BOOKING IN SLIPS

Shortly before the weekend, the Booking Agent will receive the Booking In Slips, which need to be distributed to all attending members *before* they arrive at Manor Park reception on the Friday afternoon.

SAFETY RULES

The Booking Agent should advise all members attending WASH 2011 that anyone found letting off fireworks anywhere on Manor Park property will be ejected from the weekend & the site by Manor Park Security Staff. This is to ensure the safety of everyone using the site during the weekend. *Please ask your members to leave fireworks at home.*

**IF YOU HAVE ANY QUESTIONS ABOUT WASH 2011 OR THE BOOKING PROCEDURES,
PLEASE CALL PAUL OR DAWN ON 01553 670937 OR E-MAIL balmforthltd@tiscali.co.uk**