

Sussex Gardens Trust: Event Booking Form
Festive Lunch and Lectures: Mon 4th Dec 2017. The Hydro Hotel Eastbourne

Please complete form and send with your cheque (payable to Sussex Gardens Trust) to: SGT Events Secretary, 3 Beehive Close, Ferring, Worthing, W Sussex, BN12 5NS. e-mail: membersinformation@sussexgardenstrust.org.uk ; Phone Events Secretary (Gwen and Colin Chinnery): 01903 700950; mobile 07969 534558 or 07790 414598.			
Name			
Address			
e-mail		Tel No	
If you have a special dietary requirement, please indicate in the box opposite			

Festive Lunch and Lectures. The Hydro Hotel, Eastbourne, East Sussex, BN20 7HZ						
Includes coffee/biscuits, two-course festive lunch, tea/cake and lectures				Monday 4th December 2017 10.30 am – 4.00 pm		
Cost	SGT Member	£32	No required		Cost	£
	Guest (Name)	£37	No required		Cost	£
Overall total (please include a cheque payable to Sussex Gardens Trust)						£

Notes
 Please let us know the name of any guests by completing the relevant boxes above – we will then prepare a name label to welcome them. When numbers to private gardens are limited we like to ensure that as many SGT members as possible can attend, and therefore on some occasions we cannot invite guests.
 Booking confirmation and directions will be sent via e-mail 7 - 10 days before each event - please ensure you include a legible e-mail address. If you don't have access to e-mail, please include a sae for each event.

Cancellation and Refunds Policy

Cancellation The number of places available on SGT visits and events may be limited, and members who have applied to attend events are kindly requested to inform the Trust as soon as possible if they are no longer able to do so. This enables the Trust to offer the place to other members.

Refund Policy To help minimise administrative work, SGT does not normally refund payments where a member cancels a booking. However, where a cancellation is made more than two weeks before the date of the visit, the Trust may, **if requested**, grant a credit against future SGT events in the same year. A credit will not be granted if the Trust has incurred costs and is unable to re-allocate the place. Any unused credits at the end of the year will be refunded by cheque, less an administrative deduction of £3.