



## BOOKING

- Bookings made by a person on the coach for the next walk – place guaranteed.
- Bookings made by a person on the coach for the next-but-one walk – aim to secure a place. You should assume you have a place unless contacted by the Booking Officer after the previous walk.
- Bookings made by a person on the coach or elsewhere for more than two walks ahead - name placed on reserve list.
- Bookings cannot be accepted on the coach for anyone other than self. Spouse / partner / child / guest or any other club member will have their name placed on the reserve list. A place will be confirmed by the booking officer.
- Bookings can be made by telephone to the Booking Officer on 01524 858243  
A place is guaranteed if space is available at time of booking, otherwise name will be added to the reserve list and follow-up contact will be made by the Booking Officer only if a space becomes available.  
**At certain times the Booking Officer may leave a message on her answer phone giving a number for personal contact. If you are in any doubt whether your message regarding a booking or cancellation has been received please telephone any club officer whose telephone number appears on the programme.**
- Should a place be unavailable on the date of choice, the responsibility for subsequent bookings rests with that club member to make another application.

## CANCELLATION

- **Cancellations should be made by telephone to 01524 858243**
- Cancellations can be made without penalty up to 9pm on the Wednesday before a walk.
- Cancellations made after 9pm on the Wednesday before a walk, for any reason, will attract payment of the full coach fare. This should be paid on the next outing or by cheque to the Treasurer.
- Please notify the Booking Officer if you are unable to go on the walk whenever possible, even up to the Sunday morning of departure, as it will usually be possible to offer your seat to another club member. **To cancel immediately prior to a walk please telephone the Booking Officer on the number above or, as a last resort, call the club mobile – 07765 457521.**

**All officers of the Club are friendly and welcoming but please remember that the person you are contacting is a volunteer and also has family and work commitments.**