

Worcester Victorian Christmas Fayre Coach Booking Form

24th November – 27th November 2016

Before completing this booking form, please read the **Worcester Victorian Christmas Fayre 2016 Coaches Terms and Conditions**.

Please note that all coaches and minibuses arriving at Worcester City Centre during the dates of the event without pre-booking will be treated as 'fly coaches' and are charged at the rate of £144 (incl VAT) per coach.

Please complete the form clearly in BLOCK CAPITALS

Coach Company Details	
Contact Name	
Coach Company	
Address	
Postcode	
Telephone Number	
Email Address	

Group Booking Details	
Contact Name	
Group / Organisation Name	
Address	
Postcode	
Telephone Number	
Email Address	
Does the group have any accessibility requirements? NO / YES Please specify:	

Invoice Details (if same as above, please state)	
Contact Name	
Company Name	
Address	
Postcode	
Email Address	
VAT Number (if applicable)	
Purchase Order Number	

Admin Use Only			
Zone	Folio	Coach Ref	Staff

Prices and Booking Details

Please state here your preference for arrival / departure times. We will reserve your time slot on a first come first served basis. If the requested arrival / departure time is not available the nearest time slot, within 30 minutes, will automatically be allocated. You will receive confirmation via email once agreed; this time slot must be adhered to.

The dates and prices are as follows:

Date	Cost per coach	No. of coaches	No. of passengers	Preferred drop off time	Preferred pickup time
Thursday 24 th November 2016 12.00pm – 9pm	£50.00 inc VAT				
Friday 25 th November 2016 11am – 9pm	£60.00 inc VAT				
Saturday 26 th November 2016 10am – 8pm	£85.00 inc VAT				
Sunday 27 th November 2016 11am – 5pm	£60.00 inc VAT				
Total payable					

Payment

Invoices will be sent once the booking form has been received and processed. Worcester City Council require payment within 30 days of invoice. Failure to send payment in this time will result in your booking being cancelled. Methods of payment are stated on the invoice.

Agreement

I have read and understand the Worcester Christmas Fayre 2016 Coaches Terms and Conditions and agree to be bound by them.

Signature: _____

Name: _____

Please print clearly

Please return completed form to helen.mole@worcester.gov.uk or post to Helen Mole, Local Centres Officer, Worcester City Council, The Guildhall, High Street, Worcester, WR1 2EY.

If you have any questions, please call 01905 722374.