

**WSFWI Payment Information**

**Important information about your booking**

West Sussex Federation of Womens Institutes has issued this email as confirmation of your booking.

**Payment:**

**Once you have received this email you have seven days to pay for your tickets.**

You can pay using the following methods:

**Bank Transfer:**

Bank Account Name: The West Sussex County Federation of Womens Institutes

Account number: 60944912

Sort Code: 20-20-62

**It is important that you use the reference provided on your email so that your payment can be logged by our bookkeeper.**

**By Card:**

Payment can be made using your debit or credit card either in person at Denman House during opening hours via electronic card reader or over the phone by calling the federation office on 01403 470812. Please eave a message for someone to call you back if there is no answer when you call.

**By Cheque:**

Make cheques payable to: WSFWI and write your reference number on the reverse of the cheque.

Please send them to Denman House, 60 Queen Street, Horsham, West Sussex, RH13 5AD

**By Cash:**

In person at Denman House during opening hours, for the required amount.

**Once payment is received you will be sent a Confirmation Email.**

**To keep costs down and reduce paper, no paper tickets** **will be issued.** The cconfirmation email will act as your ticket. You will need to be ready to provide either a paper copy or a copy on your Mobile Phone screen as you enter the event. Please make sure that all individuals included in your booking have the details as they will need to provide proof of purchase on entry.

**Failure to Pay:**

If payment is not received within the seven days your tickets will be released for others to purchase.

No payments can be made on the day unless specified.

Please check carefully the date and time of your booking(s).

**Tickets are non-refundable**.

If you are unable to attend, please offer the ticket to others in your WI first. If you cannot pass your ticket on, please contact the Federation Secretary Charlotte Barker who may have a wait list for the event and be able to reuse your ticket. If the ticket cannot be passed on, then no refund will be offered.

WSFWI reserves the right to make alterations to the advertised programme, which may be rendered necessary by unavoidable cause.

If WSFWI or the relevant Third Party, we are working with is unable to run the event then we will refund you the face value of the tickets purchased.

In the event of cancellation refunds will only be paid to the person who purchased the tickets. We will endeavour to contact you as soon as possible using the details provided at the time of the booking, or that we hold for you on our database. It is your responsibility to update us of any changes in contact details.