

BOOKING CONDITIONS AND INSTRUCTIONS:

Please carefully read these booking conditions and instructions before completing your booking form below as mistakes may result in you losing your booking,

INTRODUCTION:

The increased workload for the administration of the Arena Seminar obliges us to tighten up the process for taking bookings. Therefore, you are asked to be certain of your room and dietary requirements before you submit your booking form as, once your payment has been received, changes will only be made in very exceptional circumstances and will incur a £30 administration fee.

Our main administrative headache concerns the single person bookings and therefore if this concerns you then please read the next section carefully to avoid any disappointments.

SINGLE PERSON BOOKING ARRANGEMENTS:

Single room occupancy is very limited at the Riviera Hotel and once these rooms have been booked we are unable to provide any further single rooms. Therefore, if you require a single room for the weekend, you are requested to comply with the following procedure:

First you should make a provisional booking by email to VandaRalevska@hotmail.com and await a response from Arena.

If a single room is available for you, you will be notified by email reply and only then should you submit your booking form and payment in the normal manner as detailed below.

If the single rooms have all been booked, you will receive notification of this by email and you will then need to make your own accommodation arrangements and book with Arena as a day delegate in the normal manner as detailed below. To assist you with this, a list of the nearby B&B's will be emailed to you. However, Arena cannot be held responsible for the quality of these B&B's nor any arrangements you might make with them regarding accommodation.

If you intend to attend as a single person but are willing to share a room at the hotel, it is your responsibility to find somebody with whom to share a twin-bedded room, and then proceed with the booking as detailed below.

BOOKING FORM AND PAYMENT:

All bookings for the seminar must be made on the Seminar Booking Form. A booking form must be completed for each person attending the seminar, even when two people intend to share a room. Full payment must be made at the time of booking and sent with your booking form to ensure a place at the seminar. You are advised to keep a copy of your booking form.

If you wish to initially make a provisional booking this must be made by email to VandaRalevska@hotmail.com. A place will then be held for you for a maximum of 7 calendar days from the date of your email. During these 7 days a booking form and the full payment must be received to confirm the booking, otherwise the provisional booking will lapse.

Please send your payment by **cheque only**, made payable to **Arena Seminar** with the completed and signed booking form(s) to:

Arena Seminar, c/o Vanda Ralevska, 5 Melrose Avenue, Whitton, Twickenham, Middx, TW2 7JE.

Please ensure that you accurately complete all the details on your cheque as we do receive cheques that have been incorrectly completed.

Once your booking form and payment have been received your reservation will be confirmed by email. Please make sure your email address is legible. You should check your confirmation carefully and let us know ASAP if something is incorrect.

Please note that the hotel cannot take bookings for the seminar directly.

SPECIAL DIETRY REQUESTS:

If you have special dietary needs please ensure that you tick the relevant box on the booking form, your requirement will then be passed to the hotel.

SUNDAY NIGHT:

If you would like to keep your room for Sunday night instead of rushing off after the Seminar the hotel has made a special offer.

Your room must be on the same basis as Friday and Saturday and it must be booked at the same time as your Seminar booking.

Double room sharing DB&B £49 pp Single Occupancy in double room DB&B £65

(Subject to availability)

CANCELLATIONS:

Cancellations must be made in writing to the above address not via email. Where cancellations are received before the end of January we will endeavour to fill your place. If successful, we will refund your booking fee less a £30 administration fee.

Cancellations received from **1st February onwards**, or any no shows at the seminar itself, will be non-refundable.

Arena strongly recommends that delegates take out a simple Cancellation Insurance Policy with their agent to cover any loss of booking payments as a result of any change in personal circumstances.

In the unlikely occurrence that the Seminar has to be cancelled or postponed due to circumstances beyond the control of Arena, we cannot be held responsible for any costs incurred by those attending the Seminar.

In the event that an advertised speaker withdraws for any reason we will endeavour to find a replacement speaker of similar standing.

As we do not act as an agent of the hotel we will not be responsible or accountable for any incorrectness on the part of the hotel.

Please be certain of your requirements before you book.

Submitting an Arena Seminar booking form implies that you accept all of the above booking conditions.



PHOTOGRAPHERS FROM THE SOUTH

Please complete above, **one form per attendee**. Please book **early**, as places are limited.
Please see booking conditions above.

Arena Seminar 2019		Riviera Hotel, Burnaby Road, Alum Chine, Bournemouth, BH4 8JF		Friday – Sunday 8 th -10 th March 19	
BOOKING FORM					<i>please tick</i>
Whole Weekend, Shared Occupancy	All seminar activities for the weekend. All meals & coffee including shared occupancy accommodation & dinner on Friday & Saturday night, breakfast and lunch on Saturday and Sunday. Sunday print raffle.		£295		
DB&B Sunday night	Keep your room for an extra night on the same shared basis		£49		
Whole Weekend, Single Occupancy in a double room LIMITED AVAILABILITY	All seminar activities for the weekend. All meals & coffee including single occupancy accommodation & dinner on Friday & Saturday night, breakfast and lunch on Saturday and Sunday. Sunday print raffle.		£345		Sold Out
DB&B Sunday night	Keep your room for an extra night on the same single basis		£65		
Friday Eve Dinner	Friday evening dinner (for non residents)		£25		
Saturday Day Guest	All Seminar activities, lunch and coffee & Sunday print raffle.		£90		
Saturday Day & Evening Guest	As Saturday Day Guest plus Saturday evening meal (non residents)		£115		
Sunday Day Guest	All Seminar activities, buffet lunch and coffee & Sunday print raffle.		£85		
	Hotel Gratuities are included.		£____.		Total
Personal details					
Name					
Address					
Phone		email			
Sharing	If sharing with a friend or partner, please give their name				
Special dietary requirements	Vegetarian		Diabetic		Dairy Free
					Gluten Free
Print walk	The Saturday print walk provides an opportunity for you to share examples of your own work with others attending the seminar. If you would like to take part, please tick the box. (NB number of participants is limited)				
Payment & Terms & Conditions					
Signature	My signature in this box confirms my acceptance and agreement of the Terms & Conditions of booking as laid out above: -----				
Payment	Please send payment by cheque only payable to Arena Seminar with your booking form to: Arena Seminar, c/o Vanda Ralevska, 5 Melrose Avenue, Whitton, Twickenham, Middx, TW2 7JE. email - vandaralevska@hotmail.com				
Queries	For queries please contact:- Vanda as above or Leigh or Carole Preston on 01452 612871 or email lcl.preston@blueyonder.co.uk				