

Booking Procedure for Arts Society Corinium Visits 2020

Booking for each visit will open 2-3 months before the date of the visit. Members will be notified of this via the pre-talk newsletter email for the relevant month and booking forms will be available by download from the web page or via email from the Visits Secretary (VS). Some forms may be available at the meetings.

In order to comply with NADFAS insurance requirements all on the visit must complete a booking form together with a next of kin name and contact phone number, and appear on the manifest.

Completed booking forms and full payment must be with the VS by the final booking date. Members are asked to retain the booking form information for their record. An email containing further detailed information and requirements will be sent out in advance of each trip by the VS.

Members have priority on all visits. However, if places are still available a month after the notification email these may be offered elsewhere at the discretion of the VS.

Any member who has individual needs or concerns should contact the VS direct by email before booking a place on the trip.

FINANCE:

Payment by cheque to The Arts Society Corinium will be the preferred method. Cash will only be accepted in exceptional circumstances, in prior agreement with the VS. All included costs will be clearly stated on the booking form. Refunds will only be made if there is a waiting list, and the place is taken up by another. Any resale e.g. to a friend must be via the VS as an up-to-date manifest is required for insurance and emergency contact purposes. Once all bookings are received, the VS will reconcile and confirm final figures before passing payment to the Treasurer shortly after the deadline.

GENERAL:

For each trip using coach travel we agree a contract, and there can be no deviations to the route. Departure and return points are usually the Beeches car park bus stop, Cirencester.

HEALTH INFORMATION:

There have been cases where emergency treatment has been delayed when the patient is unconscious due to a lack of information. Information important

to paramedics includes the patient's current medication and any allergies.

Therefore, everyone participating in a visit will be invited to complete an "in case of emergency" (ICE) form, including medication, allergies and GP doctor's contact information. The participant will hand this to the VS in a sealed envelope with the participant's name written clearly on the front. The VS will not open the envelope. In the event of an emergency, the VS will give the sealed envelope to emergency medical staff.

The VS will collect the ICE envelope at the beginning of the trip and return it, unopened, at the end. **ICE forms are available by downloading from the website documents section.** The ICE form is not mandatory but recommended.

NB Each trip will require a fresh ICE information sheet in case of a change in circumstances.

If you have any questions please don't hesitate to contact me.

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Arts Society Corinium