



**TRAVEL & ENTERTAINMENT POLICY  
FOR  
MEMBERS PARTICIPATING IN ORGANISED EVENTS/TRAVEL**

*Booking procedure*

All events will be displayed on the website, in the newsletter, at coffee mornings and General Assemblies together with the applicable terms and conditions.

Events will be available to book at the General Assemblies and coffee mornings, subject to the terms and conditions set out on the website.

Travel and Entertainment organisers will be available from 10.00 on the days of our General Assemblies to accept bookings for trips and events and a member of the team will attend coffee mornings to take bookings and payment.

When payments are made, the person booking will be asked to read and approve the terms and conditions, before paying (see below) and signing their approval.

In the event of more members wishing to make bookings than we have places available, a reserve list will be started.

Most trips and events must be paid for in full at time of booking. If a deposit system is offered (eg for stay away trips) a date for final payment will be published and any remaining monies due must be paid on or before this date, otherwise the booking is not secured and will be forfeited.

If places are available after the date for final payment, names will then be taken from the reserve list in order of the date of enquiry.

Membership cards and contact details must be shown for all bookings. At the General Assemblies and coffee mornings a couple will be able to book for one other couple (that is a total of four places) and a single person will be able to book for one other member. Provided, in all cases, that membership cards and contact details for all persons are shown to the organisers at the time of booking and that the members, in their absence, are fully aware of the terms and conditions that are displayed on the website and that the member making the booking is known to be acting on their behalf.

### *Payments and deposits*

Any payment for a trip/event must be made at the time of booking. These requirements have been implemented to avoid Travel and Entertainment team members having to remind other members that they have yet to pay.

Whenever possible, members are asked to have the correct money available for their bookings as we can only carry a limited amount of change.

Your co-operation and patience at the time of booking and payment would be much appreciated.

### *Travel guidance and insurance*

Please make sure that you travel with the appropriate identification, health and other documents which may be required from time to time. Failure to show any required documentation may result in your being unable to take part in a particular event/activity.

At times, it is necessary for the u3a to make deposits with travel agents for future trips. In the event of a travel agent or hotelier or other provider becoming bankrupt, u3a Vall del Pop would NOT be liable for the bankruptcy of such agents, hotel or other providers.

We strongly recommend that members arrange their own personal travel insurance (taken out at the time of booking) to provide cover for any such losses. The agent's own insurance is typically quite limited and does not cover cancellations, medical emergencies, personal belongings etc.

**Members participate in activities at their own risk and are responsible for arranging their own insurance.** Travel insurance may not only cover the cost of cancellation of your participation in a trip/event but also medical expenses, loss or damage to personal belongings and loss of funds. **However, policy wordings differ widely and should always be checked carefully.**

### *Cancellations and u3a refund policy*

**As a general rule, no refunds will be given unless another member can be found to take over the booking as a replacement.**

Exceptionally, it may sometimes be possible to arrange a refund if no payment has been paid to the hotel or other service provider and if the withdrawal of one or more members does not impact on the cost payable by the remaining participants. However, the u3a provides no guarantee in this respect.

Last reviewed July 2024

Date of next review July 2026