

Booking Substitution Form

Substitution terms and conditions - please read before completing this form.

1. Substitution deadline is one month prior to the event.
2. Requests for substitutions will be subject to a £5 administration fee.
3. Substitutions can only be made on a like-for-like basis, i.e. adult for adult.
4. Substitutions can only be made for the same event.
5. If a ticket has been issued, it must be returned to New Wine before a substitution can be made.

I am the original payee for the booking below and give permission for this substitution to be made.

Name: _____ Signature: _____

Full name of person to be cancelled: _____

Name of the conference they were attending: _____

Their booking reference: _____

Their address: _____

Their date of birth: _____

Accommodation they were bringing/requesting (if relevant): _____

Full name of person to be added: _____

Their address: _____

Their email address: _____

Their date of birth: _____

Accommodation they are bringing/requesting (if relevant): _____

Their special needs (if relevant): _____

Payment (there is an administration charge of £5 per substitution)

I enclose a cheque for £ _____ (made payable to 'New Wine Trust')

Please charge £ _____ to my debit card/credit card.

My card is a Visa Debit/ Visa Credit/ MasterCard/Maestro (circle as appropriate)

Card number

Valid from / Expiry date (all cards) / Issue No (Maestro)

Security code (The last 3 digits on the back of your card)

Cardholder's name _____

Cardholder's address and postcode _____

Post your completed form to: New Wine Trust, 4A Ridley Avenue, Ealing, London, W13 9XW. Thank you