

Please make your cheque payable to

WEST YORKSHIRE FEDERATION of WOMEN'S INSTITUTES

Address: WYFWI, Rodley Business Centre, 164/166 Town Street, Rodley, LS13 1HP

BACS

The West Yorkshire Federation of WIs LTD

Sort Code: 05.02.00

A/C No. 29900871

Reference: name of event

If paying through your WI, you don't have to add your WI Name as reference as it already shows your name

If booking with the Federation directly, please make sure you email Alice with all details as soon as you have done a BACS transfer

All BACS PAYMENTS - Please make sure you email Alice with details of your booking - westyorksfed2@gmail.com



Office & General Enquiries - Liz

westyorksfed@gmail.com

Event Bookings - Alice

westyorksfed2@gmail.com

☎ 0113 2550810



Office Address: WYFWI

**Rodley Business Centre,
164-166 Town Street, Rodley,
LS13 1HP**

10am-2pm Tues, Wed & Thurs

DETAILS FOR BOOKING EVENTS

BACS DETAILS

VIRGIN MONEY

THE WYF OF WI LTD

Sort Code: 05.02.00

Account Number: 29900871

You can pay via **BACS** or **CHEQUE**

Please include the information below with your cheque & post to our office address

If paying via BACS please use the event name or abbreviation for your reference.

Please make sure you send an email to

westyorksfed2@gmail.com

to confirm your booking

INFORMATION REQUIRED

WI Name

Names of all attending

Emergency contact details for all attending



If catering involved, any dietary requirements/allergies

Name of WI	
Signed Sec/Treasurer	
Contact Details (email and telephone number)	

PLEASE NOTE: All event bookings, cancellations and communication MUST come through the Federation Office and NOT with the external organisation/venue hosting the event.

All events enquiries/bookings to ALICE at westyorksfed2@gmail.com

EVENT & DATE	TICKET PRICE	NAME OF PERSON ATTENDING	EMERGENCY CONTACT DETAILS FOR PERSON ATTENDING	TOTAL COSTS
			TOTAL AMOUNT ENCLOSED	£
If booking as a WI lead persons email address				

PLEASE MAKE SURE YOU LIST THE NAMES OF ALL PARTICIPANTS FOR AN EVENT. WE ALSO NEED EMERGENCY CONTACT DETAILS FOR ALL ATTENDEES.

PLEASE MAKE SURE THAT YOUR EMAIL ADDRESS IS CLEAR IF WRITTEN DOWN UNDER CONTACT DETAILS

THANK YOU

When booking events for more than 1 person, please can you make sure you provide us with the names of all attending and remember to include any dietary requirements if applicable. We also need an email address for the lead booker and if possible please can you email in your booking form. If paying via BACS please make sure you include a reference for the event. **All of our events are non refundable.**

If you cannot attend please try and sell your place to another member.