



## Terms and Conditions

September 2024

- If you are unable to attend on the day of the event, please contact the event organiser directly (contact details are incl. in your confirmation email).
- If a member resells their ticket, the new attendees name and contact details **must be** sent to [finance@swfwi.org.uk](mailto:finance@swfwi.org.uk) & the event organiser (incl. in your confirmation email)
- Refunds will not be issued unless your ticket can be resold.
- A £2 admin fee will apply to all resales.
- Organisers will not accept payment on the door.
- In the event of a fire, make your way out of the building via the nearest emergency exit where the organiser will give further instructions.
- Where coach travel is included, please arrive 15 minutes before departure.
- For catered events, Suffolk West Federation cannot be held responsible if dietary requirements have not been submitted at the time of booking.