



## SWFWI Ticket Policy

September 2024

1. Payment is due at the time of booking.
2. Tickets that remain unpaid 48 hours after booking will be re-released for sale.
3. WI's who are invoiced for tickets should pay within 30 days.
4. 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)
5. Refunds will not be issued unless your ticket can be resold.
6. A £2 admin fee will apply to all resales.
7. For events with catering, Suffolk West Federation cannot be held responsible if dietary requirements have not been submitted at the time of booking.