

FAABA Reunion, The Mansefield Hotel, Elgin

7<sup>th</sup> – 9<sup>th</sup> October 2022

Non-Member meal and supplement payments.

Dear Guests

**IMPORTANT: Please read this in full before completing the attached form.**

The method of payment for The Mansefield Hotel is completely different to the method we currently use at the RCH Coventry. It has been imposed on us by the hotel. They are treating us like a wedding party.

All payments, once received from you, will be handled by the FAABA Treasurer who will make a final payment to the hotel. You should not try and make any payments to the hotel as you will be refused. We ask you to email or post the booking form and post-dated cheque to Robin Harper to confirm your attendance to eat on the Friday and/or Saturday evening. **We must collect payment for meals by the 1st August 2022. This will be non-refundable after this date. This is a condition that has been made by the hotel.**

We are limited to 150 attendees. This will ensure sufficient space around the tables at the Saturday Gala Evening.

We must make a final payment to the hotel 30 Days before the event.

There will be a supplementary charge on the Friday and Saturday evening as shown on the booking form.

**The preferred method of payment** is that **a post-dated cheque (1st August 2022)** is sent with your booking form to the Secretary by the **1st August 2022**. This will allow cheques to clear with our bank. Non-payment by the 1st August will mean cancellation of your booking.

I hope you can see the simplicity in this type of cheque payment. All monies will be at hand for the Treasurer when payments must be made to the hotel or we will incur financial penalties or cancellations.

You may wish to pay by **BAC's on or before the 1st August 2022.**

**Dress code for the Friday night is smart casual (neg jackets). Saturday night is Black Tie, Jacket and tie. Ladies long/cocktail dress as required.**

Cheques for meals will be destroyed or returned if you cancel before the 1st August 2022.

This payment system is new to us so please ask if you do not understand anything.

Robin Harper.

Sec. FAABA