**ConTingency – How to book**

Bookings will open at 3pm Saturday 24th March for GMs and Volunteers who collected 12 reward tokens at the 2018 event, and 9am on Tuesday 3rd April for everyone else. If you are taking advantage of the priority booking we will need you to provide the names of who earned the tickets so they can be verified.

1. Read the convention rules and code of conduct (available from the convention page) . Booking to attend means that you are confirming that everyone in your party will abide by the convention rules.
2. Download the booking form from the facebook page
3. Visit <http://www.searles.co.uk/> to see accommodation descriptions and site information.
4. Fill in the booking form.
5. Email the completed form to contingency.uk@gmail.com or email to say you are sending the form by post and then post the form to the address on the booking form. **Please note it is this email that will secure your place in the booking queue**. If you have any access needs please include them in this email.
6. You will receive a confirmation email advising how much deposit you need to pay.
7. Send your deposit within 14 days.
8. You will receive a confirmation email when your deposit is received
9. Full payment must be received by 17th October. You can pay in instalments up until then if you wish to do so. All payments will be acknowledged
10. Shorty before the event you will receive an email confirming your lodge number and asking you to confirm names of who you will be sharing with.

Booking a part lodge works in exactly the same way. You can either request a room or a bed in a twin room. The lodge cost will be divided between the people booking. Rooms count as 2 beds when calculating shared costs.

Payment details for electronic transfer:

Account No: 09101447

Name: Carol Tierney

Sort Code: 08-92-80

IBAN : GB79 CPBK 0892 8009 1014 47 / BIC : CPBK GB 22

**Please note –you must include your name as the reference and notify us by email so payments can be tracked and acknowledged.**