**Coach Outings**

When booking a seat/s on the coach please refer to the instructions below. It is most important to provide a telephone number in case of late changes to the outing. If you have booked a seat for a coach outing and are unable to attend, please advise Ed Neller as soon as possible as other members may be on a waiting list. You can phone Ed Neller on the morning of the trip, between 6:00am and 6:30am if there are any late reasons for non-attendance.

**NB.** It does cause distress to the organisers if we fail to pick-up members.

**All the coach pick-up locations are at bus-stops; -**

- **07:00hrs** - Redbridge Underground Station
- **07:05hrs** - Gants Hill (A12) – First bus-stop along Eastern Avenue – Eastward bound (coded EC)
- **07:10hrs** - Newbury Park Underground Station (A12) – Station Bus Stops
- **07:30hrs** - At Romford Town Centre on St. Edwards Way just after Church Lane, first bus-stop
- **07:37hrs** - On the A12 Colchester Road, approx. 50 yards after the Gallows Corner round-about.
- **07:45hrs** - On the A12 Colchester Road, just before the junction with Dagnam Park Drive.
- **07:47hrs** - On the A12 Colchester Road, just before the junction with Dagnam Park Drive.

If you require any further information on the pick-up locations then contact Ed Neller on 01708 558399

**Coaches will leave exactly on the time stated, so please do not have an extra ten minutes in bed.**

Please note that RSPB membership cards are required on all visits to RSPB reserves and failure to present a card may result in a non-refundable permit charge being levied.

On all outings we advise strong waterproof footwear and warm waterproof clothing. Participants on coach outings should bring a packed lunch. When muddy/wet conditions prevail, please bring boot-covers for the homeward journey to avoid excessive Dirtying of the coaches.

**We have been advised by Swallow Coaches** that it is a legal requirement that “before the coach can move off that all passengers are seated and have their seat belts in place. Also that we take note of all emergency exits in case of an incident” – similar to the advice given by airlines.
COACH OUTINGS BOOKING FORMS – PAGE 1 of 2

Please note booking by cheque or on-line, no cash payments. Smaller capacity coaches will be the standard, therefore it is recommended to book early to avoid disappointment.

Booking by Cheque:-

1. Please make cheques payable to RSPB Havering Local Group.
   Send completed booking form and cheque to:-
   Ed Neller, 29, Broadhurst Walk, Rainham, Essex. RM13 7HH.
   If you require written confirmation of your booking include a stamped addressed envelope.
2. If booking more than one trip, please provide separate cheques.

Booking On-line:-

1. Send email to Ed Neller explaining that you want to book a seat/ s on a coach outing.
   Include; name/ s; number of seats; venue; telephone number; pick-up location.
2. Ed will confirm your preliminary booking and will instruct you to proceed with the on-line payment. – See below.
3. When Ed receives confirmation of your payment, he will send you an acknowledgement that your booking is now completed.

Electronic payment - Guide to paying on-line
The following is a guide to setting up the online payment to RSPB Havering Local Group. It is based on HSBC / First Direct, but all Banks will follow the same “General Principle”, but some of the wording could well be different. Although anyone using online banking will be familiar.

1. Log-in to on-line banking
2. Select “payments & transfers”
3. Select “Pay a bill or transfer”
4. Select “Pay another Person”
5. Enter “destination sort code” - (08-90-28)
6. Enter “destination account number” - (70215566)
7. Enter “destination name” - (RSPB Havering Local Group) – as much of name as possible.
8. Enter “reference” – (Your surname & Initial) – 18 characters max
9. You may need to generate a “Transaction Security Code” as this is the first payment to RSPB Havering Local Group. (Bank Dependent)

Date: 27 September 2014  Venue: RSPB Titchwell NR, North Norfolk
From: ____________________________ Please reserve ____ seats at £17.00 per seat. Total cost of seats £______
Tel no: __________________________ Email address: __________________________
Pick-up point (Please tick): Redbridge Underground Station [ ] ; Gants Hill [ ] ; Newbury Park Station [ ]
                          Romford Town Centre [ ] ; Gallows Corner [ ] ; Harold Hill [ ] ; Harold Park [ ]
Last booking date 15 September 2014

Date: 25 October 2014  Venue: RSPB Pulborough Brooks NR, West Sussex
From: ____________________________ Please reserve ____ seats at £17.00 per seat. Total cost of seats £______
Tel no: __________________________ Email address: __________________________
Pick-up point (Please tick): Redbridge Underground Station [ ] ; Gants Hill [ ] ; Newbury Park Station [ ]
                          Romford Town Centre [ ] ; Gallows Corner [ ] ; Harold Hill [ ] ; Harold Park [ ]
Last booking date 13 October 2014
Date: 29 November 2014  Venue: SWT Lackford Lakes NR, Suffolk
From: __________________________ Please reserve ___ seats at £17.00 per seat. Total cost of seats £______
Tel no: __________________________ Email address: __________________________
Pick-up point (Please tick): Redbridge Underground Station □ ; Gants Hill □ ; Newbury Park Station □
                    Romford Town Centre □ ; Gallows Corner □ ; Harold Hill □ ; Harold Park □
Last booking date 17 November 2014

Date: 31 January 2015  Venue: RSPB Dungeness NR, Kent
From: __________________________ Please reserve ___ seats at £17.00 per seat. Total cost of seats £______
Tel no: __________________________ Email address: __________________________
Pick-up point (Please tick): Redbridge Underground Station □ ; Gants Hill □ ; Newbury Park Station □
                    Romford Town Centre □ ; Gallows Corner □ ; Harold Hill □ ; Harold Park □
Last booking date 19 January 2015

Date: 28 February 2015  Venue: WWT Welney, Nr. Wisbech, Norfolk
From: __________________________ Please reserve ___ seats at £17.00 per seat. Total cost of seats £______
Tel no: __________________________ Email address: __________________________
Pick-up point (Please tick): Redbridge Underground Station □ ; Gants Hill □ ; Newbury Park Station □
                    Romford Town Centre □ ; Gallows Corner □ ; Harold Hill □ ; Harold Park □
Last booking date 16 February 2015

Date: 28 March 2015  Venue: RSPB Strumpshaw Fen, Broadland, Norfolk
From: __________________________ Please reserve ___ seats at £17.00 per seat. Total cost of seats £______
Tel no: __________________________ Email address: __________________________
Pick-up point (Please tick): Redbridge Underground Station □ ; Gants Hill □ ; Newbury Park Station □
                    Romford Town Centre □ ; Gallows Corner □ ; Harold Hill □ ; Harold Park □
Last booking date 16 March 2015

Date: 25 April 2015  Venue: SWT Rye Harbour NR, East Sussex
From: __________________________ Please reserve ___ seats at £17.00 per seat. Total cost of seats £______
Tel no: __________________________ Email address: __________________________
Pick-up point (Please tick): Redbridge Underground Station □ ; Gants Hill □ ; Newbury Park Station □
                    Romford Town Centre □ ; Gallows Corner □ ; Harold Hill □ ; Harold Park □
Last booking date 13 April 2015

Date: 30 May 2015  Venue: RSPB Minsmere NR, Suffolk
From: __________________________ Please reserve ___ seats at £17.00 per seat. Total cost of seats £______
Tel no: __________________________ Email address: __________________________
Pick-up point (Please tick): Redbridge Underground Station □ ; Gants Hill □ ; Newbury Park Station □
                    Romford Town Centre □ ; Gallows Corner □ ; Harold Hill □ ; Harold Park □
Last booking date 18 May 2015
Coach Trips
The committee have agreed a simple, straight forward set of rules. These “rules” have come about as a result of over 50% of our coach bookings currently being paid in cash just prior to the outing or on the day of the outing. Ted Neller our outings organiser, collected some £400.00 in cash on the Minsmere coach which he could not leave on the coach as there is no liability for loss accepted by Coach Company. Ted carried that cash with him the whole of the day at Minsmere which is wholly unsatisfactory and dangerous.
We will no longer accept cash for coach bookings
All coach bookings must be made by the deadline and accompanied by the booking form and cheque or by making a payment on line. If you have to cancel your booking the cheque will be transferred to another outing of your choice within the current programme.
These days we are all becoming more aware of risks that arise with coach travel and therefore we need to have a passenger list for every trip. The booking forms and cheque details would provide this information which may be necessary in the event of a claim.
We have also decided to book coaches with a smaller seating capacity so I recommend that you book early to avoid disappointment.
In order to avoid trips being cancelled due to bad weather an alternative bad weather destination has been identified. Grafham Water in Cambridgeshire has a visitor centre, café, toilets, a large car park and a nature trail that includes five hides.