



PROBUS CLUB OF HARRINGTON PARK INC.



Proudly sponsored by the Rotary Club of Narellan Inc.

HPP Booking Procedures

1. If you are interested in attending a Theatre Performance, Heritage Day Trip, Day Coach Tour, Extended Tour or Lunch/Dinner put your name down on the Expression of Interest List. If there are sufficient names the activity will proceed if insufficient numbers the activity may be cancelled.
2. Theatre Performances, Day Coach Tours and Extended Tours and some Lunches/Dinners normally have a limited number of tickets or places available. You need to pay your deposit to the Treasurer by the due date to secure your booking. Deposits are non-refundable but usually transferable.
3. In the process of taking deposits, once the maximum number for the activity has been reached the Treasurer will create a waiting or reserve list. If a vacancy becomes available the Activity Coordinator or Treasurer will notify you. Full payment would then be required.
4. If for any reason you are no longer interested or cannot attend an activity please inform the Activity Coordinator so that your name can be removed from the Expression of Interest List. The Treasurer will remove your name from the payment list and if available a reserve will be included.
5. Full payment needs to be made by the due date.
6. If for any reason you are unable to attend an activity you must inform the activity coordinator.
7. If you are unable to attend and seek a refund for an activity you need to refer to the HPP Refund Policy.

Summary

1. Put your name down on the Expression of Interest List for the activity.
2. Pay the Deposit when due to secure your seat/place on this activity.
3. Pay the balance for the activity by the due date.
4. If the activity is full see the Treasurer and request that you be added to the waiting/reserve list.
5. If for any reason you cannot attend you must inform the Activity Coordinator.
6. If you seek a refund please refer to the HPP Refund Policy.

Approved by HPP Committee – 16 January 2017

All correspondence to;
The Secretary,
Probuss Club of Harrington Park Inc.
Post Office Box 942
Narellan, NSW 2567

The club meets on the 4th Monday of the month at 10.00am at the
Harrington Park Community Centre
33a Fairwater Drive, Harrington Park. NSW 2567
www.hpp.org.au