



CODSALL COMMUNITY ARTS FESTIVAL ASSOCIATION

REFUNDS STATEMENT ARTS FESTIVAL 2020

The trustees, committee and volunteers involved in the organisation of our 2020 Festival over the past nearly 2 years are so sorry that all our events have had to be cancelled due to the circumstances that have developed since 16 March. The committee wishes our patrons and supporters a safe and well future while the current pandemic runs its course.

We are very grateful to all those who supported our Festival by purchasing tickets in such large numbers. We had arranged a wide and varied programme which, judging by the numbers of tickets sold for every event, seems to have appealed right across our local communities in Codsall, Brewood, Perton, Pattingham, Tettenhall and other outlying villages.

Codsall Community Arts Festival is a registered charity and is a non-profit-making organisation. We rely, essentially, on ticket sales proceeds and donations to enable us to pay our suppliers who contribute to the staging of our events.

However, we wish to offer to our supporters the option of a refund of the cost of the tickets they have purchased for our 2020 Festival. While we will in due course try to organise a replacement festival, our next Festival is not scheduled until March 2022, so we regret that it is not possible to carry tickets forward.

There are three options to consider.

1. REFUND BY BACS

The fastest, cheapest and easiest way to receive a refund is as follows:

Send an email to our treasurer at r.chapman205@btinternet.com with

- (i) your name and contact details provided on purchase of your tickets,
- (ii) details of the events for which you purchased tickets,
- (iii) the amount of refund claimed and
- (iv) your bank, **sort code** and **account number**

A BACS payment will then be processed to the account you have nominated. In line with GDPR Regulations, your email will not be shared and will be deleted as soon as the refund payment has been made.

2. PAYMENT BY CHEQUE

For those who prefer not to use the BACS payment facility, send to Mrs Kath Cartwright, 16 Primrose Gardens, Codsall WV8 1PA

- (i) a stamped addressed envelope,
- (ii) your tickets or, if not retained, a list of the events for which you purchased tickets,
- (iii) the contact details supplied when you purchased the tickets and
- (iv) the amount of refund claimed

A cheque will then be posted to you (please present the cheque as soon as possible).

3. DONATIONS

We have already received several offers of donations for which the trustees are immensely grateful. Those who are able to and wish to help the Festival Association to recover from this difficult situation, are requested either

(i) to email us to confirm, if it be the case, that they do not wish to claim a refund (we have already received several such emails), or

(ii) claim as above a partial refund, or

(iii) make a separate donation by cheque payable to Codsall Community Arts Festival Association or by BACS (bank details will be provided on request), and

(iv) if a taxpayer, request from us a Gift Aid Form for completion and return to Mrs Kath Cartwright at the address in 2 above. This will enable us to claim HMRC relief.

We expect to be able to process refunds within 5 days of receipt of your request. We ask that you communicate your intention to us as soon as possible and in any event **before the end of April** so that all transactions can be completed before our accounts year end in July.

If you have any query in respect of any aspect of this statement, please either email us at codsallartsfestival@gmail.com or telephone 07852 200421.

Once again, thank you all for your support of our Festival. Please do visit our website later in the year for announcements regarding future events.