

**Marketing Sheffield**

# **Discount Rail Travel**

**[welcometosheffield.co.uk/conference](http://welcometosheffield.co.uk/conference)  
[@ConferenceSheff](https://twitter.com/ConferenceSheff)**



# Make Your Booking

With our partner, East Midlands Railway, we are pleased to offer discounted return rail travel on selected routes. Please complete steps 1 to 3 and make sure you have read our terms and conditions. Return your form to: [jane.tompkins@sheffield.gov.uk](mailto:jane.tompkins@sheffield.gov.uk)

<b>Origin Station</b>	<b>First Class Return</b>	<b>Standard Class Return</b>
London St. Pancras to Sheffield	£108.00	£88.00

Single journeys to are available from Sheffield to London, if needed. Please email for details.

## 1. Booking Details

Please choose which class you would like to travel:

First Class Return      Standard Class Return

Outward Date                                  Outward Time

Return Date    Return Time

Name of person/s travelling

Name of conference/event

## 2. Payment Details

On receipt of your booking we will forward an online payment link for you to pay for your ticket(s). Payment must be made within 48 hours of receiving this link or your booking will be cancelled.

Please provide your email address for this online payment link and for seat reservations.

If you would prefer to pay over the phone please provide the best number for us to call you on to obtain payment.

There is no charge for debit cards. Your number should be available during the hours of 9 am- 5 pm Monday to Friday.

### 3. Your Details

Name

Address

Postcode

Telephone

Tickets must be collected from the ticket collection machines prior to travel. You will need your reference number along with any card (this is only for authorisation purposes) to obtain your tickets. We will email your reference number upon receiving payment.

## Important Information - please read

### Restrictions

These tickets are not valid

Sheffield – London, Monday- Friday you cannot arrive before 09.56 (Off Peak Trains).

London – Sheffield, Monday- Friday you cannot depart before 09.01 or between 16.26 and 18.25 (off Peak Trains).

Early Morning trains out of London are Valid.

Weekend travel all times without restrictions.

If you travel during the invalid periods stated, this ticket will have no value and you will have to purchase an appropriate new ticket for the journey.

#### THE FOLLOWING RESTRICTIONS APPLY TO ALL SERVICES

Tickets cannot be transferred or resold under any circumstances.

- This ticket must be produced on demand and is not valid if it has been altered in any way.
- It is not valid for entry into East Midlands Railway First Class Lounges.
- The Travel must be completed on the date shown on the ticket only. No break of journey is allowed.
- This ticket is issued subject to the National Rail Conditions of Carriage.
- You are able to accept tea, coffee and water when seated in First Class. Breakfast, soft drinks and other food are available to purchase from the First Class Host on board.
- Ticket valid for one single or return journey only.

Please refer to terms & conditions as follows.

## **Terms & Conditions**

Rail tickets will be issued separately from any accommodation reservations you make and your collection reference number will be emailed to you.

Marketing Sheffield accepts all major credit / debit cards except American Express, Diners Club & JCB.

Tickets must be collected from the ticket collection machines prior to travel. You will need your reference number along with any card (this is only for authorisation purposes) to obtain your tickets. We will email your reference number upon receiving payment.

**Refund - £10.00 cancellation fee per ticket.**

## **Closing date for orders**

- International- 30 days prior to the day of departure from the origin station.
- UK- 10 working days prior to the day of departure from the origin station.

Marketing Sheffield cannot guarantee fulfilment of orders after these closing dates.

## **Privacy Statement**

Marketing Sheffield's services are part of Sheffield City Council. Sheffield City Council and its services respect your privacy.

The use of information collected through our train ticket booking service shall be limited to the purpose of providing the service for which you have engaged Marketing Sheffield.

As Marketing Sheffield provides this service in partnership with East Midlands Railway we may be required to share your booking information with East Midlands Railway.

Our online payment websites (e-paycapita.com and paye.net) are part of Sheffield City Council's secure internet payment systems.