

CELEBRATING EXCELLENCE IN OFFICE SPACE
WITH THE UK REAL ESTATE ELITE



BCO AWARDS 2016

Table Booking Form



NATIONAL AWARDS DINNER

Tuesday 4 October 2016

Grosvenor House, A JW Marriott Hotel,
Park Lane, London W1

For sponsorship opportunities please contact
Victoria Armstrong 0796 8448 365
victoria@sasevents.co.uk

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Please return this booking form to:

Post: Clare Davies, Createvents Ltd, 450 Brook Drive, Reading, Berkshire RG2 6UU

Email: clare@createvents.co.uk; **Tel:** 01183 340085

Please note: Tables will be available for sale exclusively to BCO members and Awards entrants until Monday 20 June 2016. **Confirmation of booking:** Bookings are only accepted with full payment in advance. Your table booking is not guaranteed until you have received written confirmation from Createvents. If you do not receive confirmation within 10 working days, please contact us on 01183 340085.



NATIONAL AWARDS 2016

TABLE BOOKING FORM

Venue: Grosvenor House, A JW Marriott Hotel, Park Lane, London W1

Date: Tuesday 4 October 2016

Time: Reception Drinks – 6.30pm, Dinner – 7.30pm

Dress: Black Tie

If you are booking on behalf of a BCO member, please supply their name and membership number.

Membership No. _____ Full Name _____

CONTACT DETAILS

Write clearly and in CAPITALS (Please name the contact to whom the confirmation and further event details should be sent).

Title _____ First Name _____ Surname _____

Company Name _____

Address _____

Postcode _____

Email _____ Tel _____

Is your company involved in any entries for the BCO Awards 2016?

Yes ☐

No ☐

If yes, please state the application number and the name of the project entered:

The BCO would like to contact you with further relevant information (we will not pass your details on to third parties).

☐ tick here if you **do not** wish to receive emails

☐ tick here if you **do not** wish to receive direct mail

TABLE ALLOCATION

Tables are allocated on a first come/first served basis, so book early to ensure you get your first choice of positioning. Price includes drinks reception, three course meal, tea & coffee, and Awards Presentation.

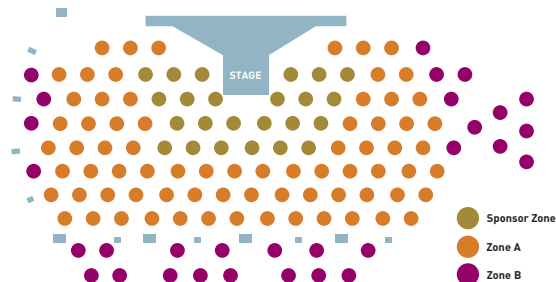
Please reserve _____ table(s) of 10 places in

☐ Zone **A** @ a cost of £2,420 per table + VAT @ 20% (£484) = £2,904

☐ Zone **B** @ a cost of £2,310 per table + VAT @ 20% (£462) = £2,772

Please reserve _____ place(s) @ a cost of £230 per place + VAT @ 20% (£46) = £276 (no guarantee of where you will be sat)

Sponsored **S** zone for more information about our sponsorship packages from as little as **£4K** please go to www.bco.org.uk or contact Victoria Armstrong on **07968 448 365 / victoria@sasevents.co.uk**



PAYMENT METHOD

Full payment is required at the time of booking. We regret the BCO are unable to raise invoices in advance of payment but will issue a VAT receipt after payment has been received. **CANCELLATION POLICY:** Cancellations must be made in writing to Clare Davies by Monday, 1 August 2016 to qualify for a refund, less a 20% administration fee. For any cancellations after this date no refunds are possible. Please refer to www.bco.org.uk for full terms and conditions.

Total payment £ _____ (inc VAT). Full payment is required at the time of booking.

☐ I enclose a cheque for £ _____ made payable to "British Council for Offices"

☐ Please debit my Visa/Mastercard (please delete as necessary)

Credit Card number

Security Code (Last 3 digits on reverse of card) Expiry date Signature _____

Cardholder's name and address, if different from details above.

Full Name _____

Company Name _____

Address _____

Postcode _____

Email _____

Tel. _____

Billing address, if different from details above.

Full Name _____

Company Name _____

Address _____

Postcode _____

Email _____

Tel. _____