British Council for Offices
Awards 2018

LONDON AWARDS LUNCH

Wednesday 18 April 2018

London Hilton on Park Lane

Celebrating Excellence In Office Space Across London



TABLE BOOKING FORM

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

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Awards

Please return this booking form by email or post to:
Clare Davies, Createvents Ltd, 450 Brook Drive, Reading, Berkshire RG2 6UU
Email: clare@createvents.co.uk; Tel: 01183 340085

Please note: Tables are allocated on a first come/first served basis, so book early to ensure a prime position. 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 Createvents on 01183 340085.

LONDON AWARDS LUNCH

Table Booking Form

Venue: *London Hilton on Park Lane, 22 Park Lane, London W1K 1BE*
Time: *Reception Drinks – 12pm, Lunch – 12.30pm*

Date: *Wednesday 18 April 2018*
Dress: *Lounge Suit*

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

Membership No. _____ Name _____

Contact Details

Write clearly and in CAPITALS (Please name the contact to whom the VAT receipt, confirmation, and further 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 2018? Yes ☐ No ☐

Is 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

Payment Method

Please reserve ☐ table(s) of 10 places @ a cost of £1,850 per table + VAT @ 20% (£370) = £2,220 per table

Please reserve ☐ place(s) @ a cost of £185 per place + VAT @ 20% (£37) = £222 per place

Price includes drinks reception, three course meal, tea & coffee, and Awards Presentation. CANCELLATION POLICY: Unfortunately due to commitments with the venue, we are unable to offer refunds. The BCO are unable to raise invoices in advance for payment but will issue a VAT receipt after payment has been received.

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.

Title _____ First Name _____

Surname _____

Address _____

_____ Postcode _____

Email _____

Tel. _____

Billing address, if different from details above.

Full Name _____

Company _____

Address _____

_____

_____

_____ Postcode _____