



BOOKING FORM

BCO ANNUAL EAST ANGLIA LUNCH

Thursday 11 October 2018

DoubleTree Hilton Hotel, Cambridge

Time: Drinks Reception - 12pm, Lunch - 12.30pm

Dress: Lounge Suit

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

Name

Membership No. (If Applicable)

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

The BCO would like to contact you with further relevant information (we will not pass your details on to third parties and you can unsubscribe at any time).

☐ tick here if you wish to receive emails regarding BCO events

☐ tick here if you wish to receive BCO postal marketing

Payment Method

Please reserve

place(s) @ a cost of £70 per place + VAT @ 20% (£14) = £84 per place

Please reserve

table(s) of 10 places @ a cost of £700 per table + VAT @ 20% (£140) = £840 per table

Please reserve

NextGen place(s) @ a cost of £45 per place + VAT @ 20% (£9) = £54 per place
(please note that to qualify for a NextGen price you must be a current NextGen member of the BCO, places are limited so tables cannot be purchased)

Price includes drinks reception, three course meal, and tea & coffee. 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 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

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 written confirmation from Createvents. If you do not receive confirmation within 10 working days, please contact Createvents on 01183 340085.