



BOOKING FORM

BCO ANNUAL EAST ANGLIA LUNCH

Thursday 10 October 2019

DoubleTree Hilton Hotel, Cambridge

Time: Drinks Reception - 12pm, Lunch - 1pm

Dress: Lounge Suit

Please note: Bookings will be exclusively open to BCO members until Thursday 11th July

Please return this booking form to Clare Hollick, Createvents Ltd, 24 Tesla Court, Innovation Way, Lynch Wood, Peterborough PE2 6FL
Email: clare@createvents.co.uk; Tel: 01733 294524

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

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

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

Non-member place(s) @ a cost of £80 per place + VAT @ 20% (£16) = £96 per place Places required

Table(s) of 10 Non-member places @ a cost of £800 per table + VAT @ 20% (£160) = £960 per table Places required

NextGen place(s) @ a cost of £45 per place + VAT @ 20% (£9) = £54 per place Places required

(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 and are first come/first served)

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 01733 294524.