



British Council for Offices  
Awards 2019

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# TABLE BOOKING FORM

## **NATIONAL AWARDS DINNER**

Tuesday 1 October 2019

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

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For sponsorship opportunities please contact Victoria Armstrong  
on 0796 8448 365 or [victoria@sasevents.co.uk](mailto:victoria@sasevents.co.uk)

Please return this booking form by email or post to:  
Clare Hollick, Createvents Ltd, 24 Tesla Court, Innovation Way, Lynch Wood, Peterborough PE2 6FL  
Email: [clare@createvents.co.uk](mailto:clare@createvents.co.uk); Tel: 01733 294524

Please note: Tables will be available for sale exclusively to BCO members and Awards entrants until Monday 24 June 2019. 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 01733 294524.



## NATIONAL AWARDS DINNER

### Table Booking Form

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

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

Date: Tuesday 1 October 2019

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 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 2019? 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 wish to receive emails

tick here if you 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.

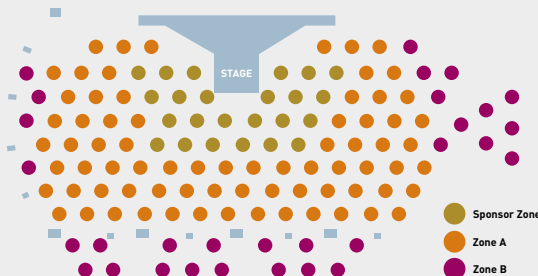
Please reserve \_\_\_\_\_ table(s) of 10 places in

Zone **A** @ a cost of £2,570 per table + VAT @20% (£514) = £3,084

Zone **B** @ a cost of £2,460 per table + VAT @20% (£492) = £2,952

Please reserve \_\_\_\_\_ place(s) @ a cost of £245 per place + VAT @20% (£49) = £294 (no guarantee of where you will be sat)

Sponsored **S** zone for more information about our sponsorship packages contact Victoria Armstrong on 07968 448 365 / [victoria@sasevents.co.uk](mailto: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 Hollick by Thursday 1 August 2019 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](http://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. \_\_\_\_\_