

# BCO AWARDS 2012

# NORTHERN

# AWARDS

# DINNER

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TABLE BOOKING FORM

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THURSDAY 26 APRIL 2012  
THE QUEENS HOTEL, LEEDS


Celebrate excellence in office space  
in the North of England, North Wales  
and Northern Ireland at this prestigious  
lunch in Leeds

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For sponsorship opportunities please contact  
Victoria Armstrong on 07968 448 365  
victoria@sasevents.co.uk

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WHERE **BRILLIANCE** SHINES

 @bco\_uk #bcoawards

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Please return this booking form by email, fax or post to:  
 Clare Davies, CreatEvents, Sandy Farm Business Centre, Sands Road, Farnham, GU10 1PX  
 E: [clare@createvents.co.uk](mailto:clare@createvents.co.uk) / T: 01252 781178 / F: 01252 781175

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 us on 01252 781178.

# NORTHERN AWARDS DINNER

## TABLE BOOKING FORM

Venue: **The Queens, City Square, Leeds LS1 1PJ**  
 Time: **Reception Drinks – 7pm, Dinner - 7.30pm**

Date: **Thursday 26 April 2012**  
 Dress: **Black Tie**

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

Membership Number \_\_\_\_\_ 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 \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Is your company involved in any entries for the BCO Awards 2012?  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.

## PAYMENT DETAILS

Please reserve  table(s) of 10 places @ a cost of £1200 per table + VAT @ 20% (£240) = £1440 per table

Please reserve  place(s) @ a cost of £120 per place + VAT @ 20% (£24) = £144 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 \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Tel \_\_\_\_\_