



BCO AWARDS 2012

SCOTTISH AWARDS LUNCH


TABLE BOOKING FORM

TUESDAY 1 MAY 2012
THE GRAND CENTRAL HOTEL, GLASGOW

Celebrate excellence in office space in Scotland at this prestigious lunch in Glasgow

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

WHERE **BRILLIANCE** SHINES

 @bco_uk #bcoawards

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Please return this booking form by email, fax or post to:
 Maria Myers, CreatEvents, Sandy Farm Business Centre, Sands Road, Farnham, GU10 1PX
 E: maria@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.

SCOTTISH AWARDS LUNCH

TABLE BOOKING FORM

Venue: The Grand Central Hotel, 99 Gordon Street, Glasgow G1 3SF

Date: Tuesday 1 May 2012

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

Dress: Lounge Suit

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 £800 per table + VAT @ 20% (£160) = £960 per table

Please reserve place(s) @ a cost of £80 per place + VAT @ 20% (£16) = £96 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