



TABLE BOOKING FORM

DINNER

Part of the BCO's ONE DAY CONFERENCE

Venue: Grosvenor House, A JW Marriott Hotel, Park Lane, London W1
Time: Reception Drinks – 6.30pm, Dinner – 7.30pm

Date: Tuesday 5 October 2021
Dress: Smart Casual

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 Createvents on 01183 340085.

BOOKING DETAILS

Full Name	<input type="text"/>	Company	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Email	<input type="text"/>	Telephone	<input type="text"/>
Membership No. (if applicable)	<input type="text"/>		

RESERVATIONS

Members: Please reserve table(s) at the price of £1,750 + VAT @20% (£350) = £2,100 per table

Please reserve place(s) at the price of £175 + VAT @20% (£35) = £210 per place

Non- Members: Please reserve table(s) at the price of £2,250 + VAT @20% (£450) = £ 2,700 per table

Please reserve place(s) at the price of £225 + VAT @20% (£45) = £270 per place

PLEASE RETURN THIS BOOKING FORM BY EMAIL OR POST TO:

Email: clare@createvents.co.uk
Tel: 01183 340085

Clare Hollick, Createvents
450 Brook Drive
Reading
Berkshire RG2 6UU

Please note: Price includes drinks reception, three course meal, tea & coffee, and entertainment by an After Dinner Speaker.

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.

COVID policy: For the safety of our attendees and onsite staff, this in-person event will adhere to Government guidelines and follow Grosvenor House A JW Marriott Hotel's safety protocols. Please refer to www.bco.org.uk for full details.

Total payment £ (incl. Vat) Full payment is required at the time of booking.

I enclose a cheque for £ (incl. VAT) made payable to 'British Council for Offices'

Please debit my Visa Mastercard

Credit Card number

Security Code (Last 3 digits on reverse of card) Expiry date Signature

PAYMENT DETAILS

Cardholder's name and address, if different from details above.

Billing address, if different from details above.

Title	<input type="text"/>	First Name	<input type="text"/>	Full Name	<input type="text"/>
Surname	<input type="text"/>			Company	<input type="text"/>
Address	<input type="text"/>			Address	<input type="text"/>
	<input type="text"/>	Postcode	<input type="text"/>		<input type="text"/>
Email	<input type="text"/>				<input type="text"/>
Tel.	<input type="text"/>			Postcode	<input type="text"/>