



British Council for Offices  
Awards 2025

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# LONDON AWARDS LUNCH

## TABLE BOOKING FORM



*Tuesday 29 April 2025*

*The London Hilton. 22 Park Lane, London*

*Celebrating Excellence In Office  
Space Across London*

**Awards**

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

# TABLE BOOKING FORM

Please return this booking form by email or post to:

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

Email: [clare@createvents.co.uk](mailto:clare@createvents.co.uk); Tel: 01183 340085



*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.

## LONDON AWARDS LUNCH

Venue: *The London Hilton. 22 Park Lane, London W1K 1BE*

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

Date: *Tuesday 29 April 2025*

Dress: *Lounge Suit*

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

Membership No. \_\_\_\_\_ 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 2025? 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

## PAYMENT METHODS

Please reserve  table(s) of 10 places @ a cost of £2,400 per table + VAT @ 20% (£480) = £2,880 per table

Please reserve  place(s) @ a cost of £240 per place + VAT @ 20% (£48) = £288 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.

### PAYMENT VIA PAYMENT LINK

Once we receive your completed booking form, we will send you an invoice with a secure payment link for completing your payment online.

Please provide the email address where you would like to receive the payment link. \_\_\_\_\_

### PAYMENT VIA CHEQUE

I enclose a cheque for £  made payable to "British Council for Offices"