



British Council for Offices  
Awards 2025

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# NATIONAL AWARDS DINNER

## TABLE BOOKING FORM



*Tuesday 7 October 2025*

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

*Celebrating Excellence In Office Space Since 1992*

Awards

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For sponsorship 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 will be available for sale exclusively to BCO members and Awards entrants until Friday 20 June 2025. 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.

# BCO

## Awards

## NATIONAL AWARDS DINNER

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

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

Date: Tuesday 7 October 2025

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 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

## TABLE ALLOCATION AND PRICES

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.

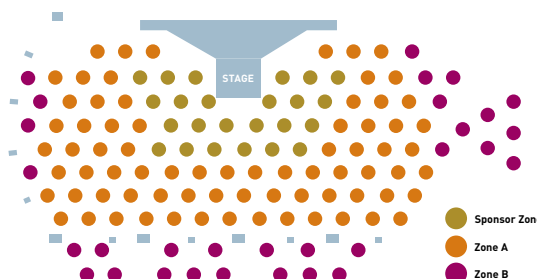
Please reserve \_\_\_\_\_ table(s) of 10 places in

☐ Zone **A** @ a cost of £3,041 per table + VAT @20% (£608) = £3,649

☐ Zone **B** @ a cost of £2,938 per table + VAT @20% (£588) = £3,526

Please reserve \_\_\_\_\_ place(s) @ a cost of £294 per place + VAT @20% (£59) = £353 (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 METHODS

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 Friday 1 August 2025 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.

### 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"