



# BOOKING FORM

## BCO NORTH CHRISTMAS LUNCH 2025

Thursday, 27 November 2025 | 12:00 - 16:00

The Hyatt, Leeds

Please return this booking form to Clare Hollick, Createvents, 450 Brook Drive, Reading, Berkshire RG2 6UU

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

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Name

Membership No. (If Applicable)

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### Contact Details

Write clearly and in CAPITALS (Please name the contact to whom the invoice, confirmation, and further details should be sent).

Title

First Name

Surname

Company Name

Address

Postcode

Email

Tel.

The BCO would like to contact you with further relevant information (we will not pass your details onto third parties and you can unsubscribe at any time).

☐ tick here if you wish to receive emails regarding our events

☐ tick here if you wish to receive postal marketing

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### Payment Method

Please reserve      place(s) at a cost of £95 per place + VAT @ 20% (£19) = £114 per place

Please reserve      table(s) of 10 places at a cost of £950 per place + VAT @ 20% (£190) = £1140 per table

Price includes drink reception, three course meal, and tea & coffee. CANCELLATION POLICY: Unfortunately, due to commitments with the venue, we are unable to offer refunds.

### 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"

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 written confirmation from Createvents. If you do not receive confirmation within 10 working days, please contact Createvents on 01183 340085.