

## BOOKING FORM

### ADDRESS DETAILS

Title (please circle) Mr / Mrs / Miss / Ms / Dr \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

I accept the terms and conditions outlined on this form and that I agree to pay any invoices issued in connection with the Annual Retail Industry Dinner 2010 in full within seven days of the date of the invoice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### TICKETS

\_\_\_\_\_ Single ticket (Member) £250

\_\_\_\_\_ Single ticket (Non-Member) £320

**SOLD**

Table of 10 (Member): £2,400 \*

**SOLD**

Table of 10 (Non-Member): £3,100 \*

**SOLD**

Table of 12 (Member): £2,800 \*

**SOLD**

Table of 12 (Non-Member): £3,640 \*

\_\_\_\_\_ Hosted bar up to 24 guests: £250

\_\_\_\_\_ Hosted bar over 24 guests: £320

All prices are subject to VAT

\*We are currently at full capacity and unable to accept further table bookings but we are keeping a reserve list should tables become available. Please email [events@brc.org.uk](mailto:events@brc.org.uk) should you wish to be placed on the reserve list.

### PAYMENT

Please circle your chosen method of payment:

*Invoice*      *Cheque*      *BACS*      *Credit card*

*Invoice*

Purchase order number or reference \_\_\_\_\_

*Cheque*

Please make your cheque payable for the full amount (including VAT) to BRC Trading Ltd. To avoid confusion, please write your name and company name on the reverse of the cheque if this is not already stated.

*BACS*

Payment can be made via BACS as follows:  
Lloyds TSB, Account No. 1054027, Sort Code 30-90-72

*Credit card*

Name on card \_\_\_\_\_

Card number \_\_\_\_\_

Start date \_\_\_\_\_ Expiry date \_\_\_\_\_

3 digit security code \_\_\_\_\_

Billing Address (if different) \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

- **Post** this completed booking form to: Amy Sykes, British Retail Consortium, Second Floor, 21 Dartmouth Street, London SW1H 9BP
- **Fax** this completed booking form to 020 7854 8901
- **Telephone** Amy Sykes to make a provisional booking on 020 7854 8971
- **Email** [events@brc.org.uk](mailto:events@brc.org.uk)

#### TERMS AND CONDITIONS

This booking form constitutes a legally binding agreement. BRC cannot be responsible for the non-arrival of booking information. If you have not heard from us within 7 days of submitting your booking form, please contact Amy Sykes on 020 7854 8971.

#### Payment of fees

Invoices must be paid within 7 days of the date of the invoice. BRC reserves the right to re-allocate tickets if invoices are not paid within the timing specified above. Tickets are inclusive of pre-dinner drinks, four-course meal and accompanying wine. Fees do not include travel or accommodation.

#### Cancellation by guests

All cancellations to bookings must be made in writing by Friday 20 August 2010 for the attention of Amy Sykes, BRC, 21 Dartmouth Street, London SW1H 9BP. If a booking is cancelled after this time, no refunds will be made and the full ticket price remains payable.

#### Changing guest details

Late substitutes will be accepted up to and including Friday 17 September 2010 although BRC cannot guarantee any guest name changes will be included in the official dinner programme if submitted after Friday 20 August 2010.

#### Cancellation or alteration of event

BRC reserves the right at any time to cancel/alter the date of the event, change the venue or identity of the speakers. In these circumstances, any liability will be restricted to the dinner fee paid. BRC will not be held responsible for any transport, accommodation or other costs incurred by guests.

#### Data protection

The personal information provided by you will be held on a database by BRC. Sometimes your details may be obtained from, or made available to external companies for marketing purposes.

If you do not wish your details to be used for this purpose, please write to Amy Sykes, BRC, 21 Dartmouth Street, London SW1H 9BP.