



TABLE BOOKING FORM

Midlands & Central England Awards Lunch

Thursday 27 April 2017

Birmingham Town Hall

*Celebrating Excellence
In Office Space Across
The Midlands &
Central England*



For sponsorship opportunities
please contact Victoria Armstrong on
0796 8448 365 or victoria@sasevents.co.uk

 Follow us @BCO_UK #bcoawards



Lead sponsor



In association with



Please return this booking form by email or post to:
Clare Davies, Createvents Ltd, 450 Brook Drive, Reading, Berkshire RG2 6UU
Email: 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.



Midlands & Central England Awards Lunch

Table Booking Form

Venue: *Birmingham Town Hall, Victoria Square, Birmingham B3 3DQ*

Date: *Thursday 27 April 2017*

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

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 2017? 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 do not wish to receive emails

tick here if you do not wish to receive direct mail

Table Allocation

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 £1,050 per table + VAT @20% (£210)=£1,260

Zone **B** @ a cost of £950 per table + VAT @20% (£190)= £1,140

Please reserve _____ place(s) @ a cost of £105 per place + VAT @20% (£21)=£126 (no guarantee of where you will be sat in Zone A)

Sponsored **S** zone for more information about our sponsorship packages contact Victoria Armstrong on 07968 448 365 / victoria@sasevents.co.uk



Payment Method

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 Davies by Monday, 1 August 2016 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 for full terms and conditions.

Total payment £ (inc VAT). Full payment is required at the time of booking.

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

Please debit my Visa/Mastercard (please delete as necessary)

Credit Card number

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

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

Full Name _____

Company Name _____

Address _____

Postcode _____

Email _____

Tel. _____

Billing address, if different from details above.

Full Name _____

Company Name _____

Address _____

Postcode _____

Email _____

Tel. _____