



# TABLE BOOKING FORM

## Northern Awards Dinner

Wednesday 5 April 2017

The Lowry Hotel, Manchester

*Celebrating Excellence In Office  
Space Across The North Of  
England, North Wales  
& Northern Ireland*



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

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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.



## Northern Awards Dinner

### Table Booking Form

Venue: *The Lowry Hotel, 50 Dearmans Place, Salford, Manchester M3 5LH*  
Time: *Reception Drinks – 7pm, Dinner – 7.30pm*

Date: *Wednesday 5 April 2017*  
Dress: *Black Tie*

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

### Payment Method

Please reserve  table(s) of 10 places @ a cost of £1,250 per table + VAT @ 20% (£250) = £1,500 per table

Please reserve  place(s) @ a cost of £125 per place + VAT @ 20% (£25) = £150 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.

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.

Billing address, if different from details above.

Title \_\_\_\_\_ First Name \_\_\_\_\_

Full Name \_\_\_\_\_

Surname \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

Postcode \_\_\_\_\_

Tel. \_\_\_\_\_

Postcode \_\_\_\_\_