



# TABLE BOOKING FORM

## National Awards Dinner

Tuesday 3 October 2017

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

*Celebrating Excellence  
In Office Space With The  
UK Real Estate Elite*

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



Please note: Tables will be available for sale exclusively to BCO members and Awards entrants until Monday 19 June 2017. Confirmation of booking: 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 us on 01183 340085.

## National Awards Dinner 2017

### Table Booking Form

Venue: *Grosvenor House, A JW Marriott Hotel, Park Lane, London W1*  
Time: *Reception Drinks – 6.30pm, Dinner – 7.30pm*

Date: *Tuesday 3 October 2017*  
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 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.

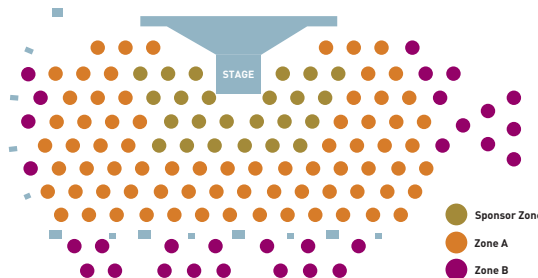
Please reserve \_\_\_\_\_ table(s) of 10 places in

Zone **A** @ a cost of £2,470 per table + VAT @20% (£494)=£2,964

Zone **B** @ a cost of £2,360 per table + VAT @20% (£472)= £2,832

Please reserve \_\_\_\_\_ place(s) @ a cost of £235 per place + VAT @20% (£47)=£282 (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 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 Tuesday, 1 August 2017 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.

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. \_\_\_\_\_