



**Hotel Report Awards
19th February 2009
Banqueting House, London
Drinks Reception 7:00pm Carriages 12.00am**

Please complete the following form in CAPITAL letters and fax back on 01293 610381 or post to William Reed Business Media, Broadfield Park, Crawley, West Sussex RH11 9RT

Please reserve _____ places for the Hotel Report Awards

**Tickets are £200 + VAT each
Tables (of 10 guests) are £1,800 + VAT each**

Please find enclosed a cheque for £_____ made payable to William Reed Business Media (in the case of faxed back forms, cheque to follow in the post)

OR

Please invoice my company for the amount of £_____ at the address as detailed below, quoting purchase order no:

Name: _____

Job Title: _____

Company Name: _____

Address: _____

Post Code: _____ **Telephone:** _____

Email: _____

Signature: _____ **Date:** _____

YOUR BOOKING IS NOT CONFIRMED UNTIL A LETTER OF CONFIRMATION HAS BEEN SENT BY WILLIAM REED EVENTS

Booking Conditions

Acceptance Bookings may only be made by completing a booking form in full and are not accepted until a letter of confirmation has been sent by William Reed Business Media ("the Organiser").

Cancellations Cancellations can be made up to 10 working days prior to the event. Cancellations must be confirmed in writing and will be subject to a 20% cancellation charge. Cancellations after that date will be subject to full payment. Non-payment or non-attendance does not constitute cancellation. It may be necessary for reasons beyond the control of the organisers to alter the content and timing or location of the event.

Substitutes You may send a substitute for your booking at any time.

Abandonment or relocation In the event that the Dinner is abandoned for whatever reason the Organiser shall refund any bookings it has received from applicants for places, who shall have no other claim whatsoever against the Organiser.

Data Protection

William Reed Business Media Ltd will use this data for the purpose of organising the Dinner. We will not share this data with third parties.

Special Arrangements

If you have any special requirements, such as wheelchair access or special dietary needs, please let us know in advance.