

Booking Form

Please complete this booking form in BLOCK CAPITALS

Lead bookers details

Name of school _____

Title _____ First Name _____ Surname _____

Job title _____

Address _____

Town _____ County _____ Postcode _____

Tel No _____ Email _____

Special dietary or physical requirements _____

Additional delegates

Additional Delegates name _____

Special dietary or physical requirements _____

Additional Delegates name _____

Special dietary or physical requirements _____

Delegate packages (lunch and refreshments will be provided during the day with each package)

Option 1 Includes, two days of the training programme, overnight accommodation at the Hilton Metropole on the 15th February, a place at the gala dinner plus entertainment.

	Quantity	Total
Full Delegate package		
<input type="checkbox"/> £260 + VAT (£52) = £312.00	_____	£ _____

Multiple discount

<input type="checkbox"/> 3 places booked = £695 (plus VAT @ £139)	<u> 3 </u>	£ <u>834.00</u>
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Option 2 Includes, two days of the training programme, a place at gala dinner plus entertainment.

<input type="checkbox"/> £195 + VAT (£39) = £234.00	_____	£ _____
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Option 3 Includes, two days of the training programme.

<input type="checkbox"/> £165 + VAT (£33) = £198.00	_____	£ _____
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Option 4 Includes, one day of the training programme.

<input type="checkbox"/> £ 95 + VAT (£19) = £114.00	_____	£ _____
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Select the date you want to attend

15 February 16 February

Payment instructions

Full payment must accompany your booking form unless a purchase order number is given.

PO number _____

My cheque is enclosed for the following amount £ _____
(please make cheque payable to Pelican Buying Company Ltd)

Please collect the payment via Central Billing (only available to customers who are signed up to Pelican's Central Billing Payment Service)

Credit Card Number _____

Expiry Date _____ Security code (last 3 digits on signature strip) _____

Postcode where card is registered _____

Where did you hear about this event?

Pelican Magazine Pelican Brief Flyer Email Other _____

Booking enquiries

All booking queries should be directed to Lynne Byrnes by either telephone: 01256 769894, fax: 01256 766183 or e-mail: lynne@venues4u.com

Cancellations

Please be advised that all cancellations must be made in writing and acknowledged by Venues4u. Cancellations made more than 30 days prior to the date of the event will not be charged. Cancellations received less than 30 days prior to the date of the event (i.e. on or after the 15th February 2012), will be charged the full invoice total. To avoid this, replacement delegates are welcome.

Your signature indicates that you have read the cancellations policy and agree with the terms and conditions.

Print name _____

Signature _____

Date _____

A VAT Invoice will be provided upon receipt of your payment

Please return your completed booking form to:
Lynne Byrnes, Pelican, Ash House,
Tanshire Park, Shackelford Road,
Elstead, Surrey GU8 6LB

