



# Gala Dinner Booking Form

Thursday September 22, 2011

Company: \_\_\_\_\_

Award: \_\_\_\_\_

<b>Awards Reference:</b>	-
Office use only BT_ID:	

**Please complete and fax back on 0121 248 2094 by August 19, 2011**

## HOW TO BOOK

<input checked="" type="checkbox"/> POST	Awards Administration, RoSPA, RoSPA House, 28 Calthorpe Road, Edgbaston, Birmingham, B15 1RP
Fax	0121 248 2094
Email	awards@rospa.com
<input type="checkbox"/> PHONE	<b>If your booking includes more than 1 free seat entitlement from multiple site entries please call 0121 248 2091 for a quotation before booking.</b>
Confirmation of this booking will be sent via email Please ensure your email address is clearly written	

## TICKET DELIVERY ADDRESS (if different \*)

Mr/Mrs/Miss/Other
Full Name
Position
Address *, .
Postcode *
Telephone
Email

Description	Qty	Unit Price	Total
Free Ceremony Seat	1	n/a	Tick if required <input type="checkbox"/>
Extra Individual Tickets		£134.00	£ .
Tables with 10 seats ^		£1195.00	£ .
Tables with 12 seats ^		£1425.00	£ .
^ includes one free seat			
<b>Special requirements</b> (there is no need to advise us of guests requiring the vegetarian menu)			Order Value £ .
			VAT @ 20% £ .
			<b>TOTAL</b> £ .

## PAYMENT DETAILS (Please tick one)

- I enclose a sterling cheque payable to RoSPA Enterprises Limited
- I wish to pay by invoice, my official Purchase Order Number is: .....
- I wish to pay by credit card/debit card – Please indicate card type: VISA / MasterCard / Amex /Switch

Card number: 

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Expiry date: 

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 Issue number (Switch/Maestro): 

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Security No: 

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 Last three digits on signature strip or four on front of Amex

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Terms and Conditions

- Bookings cannot be guaranteed.
- Seats are allocated on a first come first served basis up to the capacity of the venue.
- Tickets without a table or seat number are not valid.
- This event is for adults aged 18yrs and over.

### Cancellation Policy For Gala Dinner Seats:

Up to August 22 2011	will be refunded minus a £25 administration fee
August 23 – September 9, 2011	will incur a 25% cancellation fee
September 10, 2011 onwards	will incur a 100% cancellation fee