|  |
| --- |
| Event Booking Form |

Thank you for supporting the Electrical Industries Charity

Please complete and return to either of the following:

|  |  |
| --- | --- |
| By post | By email |
| Sarah McKenzieElectrical Industries Charity36 Tanner StreetLondon SE1 3LD | sarah.mckenzie@electricalcharity.org |

|  |
| --- |
| Useful Contacts |
| Rafe BatesonTel: 0796 616 8962Email: rafe.bateson@parkenergy.co.uk | Sarah McKenzie, Event CoordinatorTel: 0755 1173 992Email: sarah.mckenzie@electricalcharity.org  |

|  |
| --- |
| Cancellation Policy |
| Cancellations made within a month of the event will be non-refundable to cover costs of the event. Please refer to our full terms and conditions for further details (below) |

|  |
| --- |
| Photography |
| We may take photographs and videos during our events and use them for future Electrical Industries Charity publications, marketing and online use. Please tick the below box should you not wish us to use photographs of you or your party: [ ]   |

|  |
| --- |
| Event Details  |
| Event name  | Eastern Christmas Lunch |
| Event date  | 15 December 2017 |
| Venue  | DoubleTree by Hilton Cambridge City Centre |

All proceeds from this event will go towards our charitable activities

|  |
| --- |
| Booking information |
| Name | Enter text here | Position | Enter text here |
| Company | Enter text here | Host name | Enter text here |
| Address | Enter text here |  |
| Post Code | Enter text here |
| Telephone | Enter text here | Mobile | Enter text here |
| Email | Enter text here |

|  |
| --- |
| Financial Information |
| Type of table | Price | Quantity |
| Table of 10  | £ 470 | Number |
| Individual Entry | £ 47 | Number |
| Enter text here | £ Enter text here | Number |
| Enter text here | £ Enter text here | Number |
| Enter text here | £ Enter text here | Number |
| Enter text here | £ Enter text here | Number |
| Total to pay | £ Enter text here |  |

|  |
| --- |
| Sponsorship/Donation |
| I/my company would like to sponsor: a prize for the Grand Raffle £ 50, <Type> £ <Amount> |
| I/my company would like to donate a prize for fundraising | [ ]  |
| I/my company would like to donate a monetary gift to the charity | £ Enter text here |
| I/my company would like to | Enter text here |

|  |
| --- |
| How would you like to pay? |
| [ ]  | Cheque (payable to Electrical Industries Charity) | [ ]  | Credit/Debit Card (please call the team on 020 3696 1713 to make payments) |
| [ ]  | BACS (Electrical Industries Charity bank details will be provided) | [ ]  | Invoice(an invoice for your booking will be emailed to your email address above) |

|  |
| --- |
| Terms & Conditions |
| I have read and accept the Terms and Conditions of Booking overleaf. | [ ]  |
| **NOTE - The booking form will not be processed without this box being ticked.**  |

You can donate to the Electrical Industries Charity by texting **POWR01** followed by £5, £10 or £20 to **70070**.

**Thank you for your support!**

Terms and Conditions

BOOKING

All bookings must be in writing using the official Electrical Industries Charity Events Booking form.

The executive signing the form (the ‘Booker’) is the one responsible for arranging payment and complying with all reasonable requests of the event administrator regarding the supply of guest information, advertising and promotion material.

All bookings are provisional until they have been confirmed by the event administrator in writing at the time of issuing an invoice.

PAYMENT & CANCELLATION

An invoice will be issued once the application form has been received by Electrical Industries Charity.

Payments may be made by cheque, credit/debit card or BACS transfer. Payment from overseas may only be made in £ sterling, by International Monetary Order, by credit card or by cheque drawn upon a UK bank.

Cancellation can be accepted and monies are refundable once the invoice has been paid according to the following conditions. Cancellation of an unpaid booking is also subject to the same conditions but liability to settle an unpaid invoice applies instead of refund:

**Up to 3 months before event – 100% refund**

**Between 2 and 3 months before event – 75% refund**

**Between 1 and 2 months before event – 50% refund**

**Under 1 month before event – 0% refund**

Substitute guests will be accepted at any time but transfer of liability/bookings between companies is not permitted.

Electrical Industries Charity reserves the right to alter the date, venue and format of the event in circumstances beyond our control. This includes changes to special guests, content and programme.

Electrical Industries Charity accepts no responsibility for individual or corporate charges made directly upon hosts or guests by the venue/hotel for hospitality ordered at the tables.

Payment must be paid within the 30 days of invoice date.

Electrical Industries Charity Terms & Conditions for Events.

DATA PROTECTION

Electrical Industries Charity will hold information on guests in relation to the event in order to keep you informed and updated.

We will not transfer your details to a third party (except those directly involved with the running of the event). Neither will we use your information for other purposes, except to inform you of future events and activities.

HEALTH and SAFETY

Guests must comply with all health and safety regulations of the Venue/Hotel.

When entering the venue guests may be requested to produce invitation tickets and may be subject to a security search of bags or personal possessions if necessary.

Any loss or damage to personal effects or possessions or prize winnings is the responsibility of the owner or guest.

Electrical Industries Charity does not accept responsibility for any accident, injury, death or loss suffered while attending the Event unless the accident, injury, death or loss resulted directly from gross negligence or wilful default on the part of Electrical Industries Charity.

IMAGES

Electrical Industries Charity may use images taken on the evening to help raise further awareness of the charity.

FORCE MAJEURE

Electrical Industries Charity shall not be liable to the Booker for failure to provide the Event if such failure is due to circumstances beyond reasonable control of Electrical Industries Charity including (but not limited to) acts of God, war and / or terrorism, industrial action, fire, flood, drought, tempest, mechanical or technical breakdown, or the suspension or cancellation of an event by third parties.

LAW and CONSTRUCTION

This contract will be governed by and construed in accordance with English Law. Electrical Industries Charity and the Booker irrevocably submit to the exclusive jurisdiction of the English courts.