



# HQR London Summer Ball - 2018 TABLE Booking Form

to be read in conjunction with terms and conditions of booking overleaf

1. Booking Details	
We would like to book:	table(s) to the HQR Summer Ball 2018 at a cost of £3,000 per table
Total Amount Payable	£
An invoice will be raised upon receipt of booking form for payment via BACS transfer or cheque to the following account details: <ul style="list-style-type: none"><li>▪ BACS* - A/C No. 25465968 Sort Code: 30-93-84</li><li>▪ Cheque - payable to 'HQR London Charitable Foundation' c/o Walter Lilly, Knollys House, 17 Addiscombe Road, Croydon, CRO 6SR</li></ul> <p>*Please ensure your BACS reference states both your company name and 'HQR 2018'</p>	
A receipt will be issued for your records once payment is received.	

2. Company Details	
Name	
Company Name	
Telephone Number	
Contact Email Address	
Postal Address	

3. Contact Details for Event Correspondence	
Contact name for event correspondence	
Contact email for event correspondence	

**We wish to confirm our booking as set out above.  
We have read and accept the terms and conditions detailed overleaf:**

**Signed:** \_\_\_\_\_ **On behalf of:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

Please return completed booking forms to; Kelly Gower <[Kelly.Gower@HQRLondon.co.uk](mailto:Kelly.Gower@HQRLondon.co.uk)>



# HQR London Summer Ball - TERMS & CONDITIONS OF BOOKING

## Definitions

- 'HQR' means HQR London Charitable Incorporated Organisation
- 'Customer' means any individual, firm or corporate body who makes a booking with HQR
- 'Event' means the event which is the subject of the booking agreement form

## Terms and Conditions of the Booking

Bookings will only be regarded as confirmed upon receipt of full payment for table(s) selected along with a completed booking form that has been signed by the Customer.

Payment is required at the time of booking either via BACS Transfer or Cheque as noted on the booking form.

Where purchasing multiple tables, these will be split evenly around the Great Room to ensure even distribution of companies and disciplines whereby maximising the networking opportunities. Only written requests no later than 30 days before the event will be considered if company tables are to be situated adjacent to each other.

For catering and administration purposes, final attendee names, seating positions and dietary requirements are required no later than 14 working days prior to the event. Dietary requirements provided after this time can not be guaranteed.

The Customer shall be liable for any costs incurred in repairing any damage to the premises or contents provided for the Event, including glass or furniture breakages, caused by the Customer or its employees or guests.

In the event that the Customer shall be dissatisfied with, or have any complaint against, HQR under the agreement, the Customer must notify HQR in writing of the dissatisfaction or complaint within seven days of the Event.

Advertising space in the event brochure is allocated on a strictly first come, first served basis.

If purchasing an advert, payment is required within 7 days of receipt of invoice confirming the Customers advertisement space allocation.

## Cancellation by the Customer

All cancellations by the Customer must be made in writing to HQR London at the correspondence address stated, however, no refunds will be given.

HQR is a non-profit making Charitable Incorporated Organisation.