**

**HQR Summer Ball Table Booking Form 2022**

*This booking form must be completed in full and when complete returned to Kelly Gower,*

*HQR London Event Organiser: Kelly.Gower@HQRLondon.co.uk*

|  |  |  |
| --- | --- | --- |
| **1. Booking Details** | | |
| We would like to book |  | Table(s) to the HQR Summer Ball  2022 at a cost of £3,000 per table |
| Total amount payable | £ | |

|  |  |
| --- | --- |
| **2. Company Details** (NB. the company name you provide below, will be used on all event literature in its form noted below) | |
| Company Name |  |
| Telephone Number |  |
| Contact Email Address |  |
| Postal Address |  |
| Contact name and email address for event correspondence |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3. Payment Details** | | | | |
| Payment Option  (please circle) | Card Payment\* | | Invoice For payment via BACS or cheque within 7 days | |
| Card Type (please circle) | Visa Credit | Mastercard | American Express | Debit |
| Name on Card |  | | | |
| Full Card Number |  | | Security Code |  |
| Valid From |  | | Expiry Date |  |
| Full registered address of card (including postcode) |  | | | |
| Address & contact name if invoice has been requested |  | | | |

\* A receipt will be issued for your records for any credit card payments received

|  |  |  |  |
| --- | --- | --- | --- |
| **4. Confirmation of Booking** | | | |
| *We wish to confirm our booking as set out above and have read and accept the terms and conditions of booking detailed overleaf* | | | |
| Signed |  | Date |  |
| Full name & position |  | | |
| On behalf of  (company name) |  | | |

**HQR London Summer Ball 2022**

**Terms & Conditions of Booking**

Definitions:

* “HQR” means The 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 this booking agreement form

All bookings accepted are made subject to the following terms and conditions and no addition to or variation of such terms and conditions shall be binding unless agreed by HQR and the Customer in writing. For the removal of any doubt, the placing of a booking with HQR shall constitute unqualified acceptance of such terms and conditions.

Terms & Conditions of Booking

Bookings will be regarded as confirmed upon receipt of a signed, completed booking form.

Payment is required at the time of booking, preferably via credit card, or via BACS Transfer or Cheque.

Where purchasing multiple tables, these will be split evenly around the room to ensure event 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 next 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 date. Dietary requirements provided after this time cannot be guaranteed.

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

HQR guests will have the use of a secure cloakroom at this event. We therefore will not accept responsibility for items lost or stolen during the course of the event.

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 first come, first served basis and will be confirmed upon receipt of a signed advert booking form.

Cancellation by the Customer

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

HQR is a non-profit making Charitable Incorporated Organisation, registration number 1171098.