

HQR Summer Ball Table Booking Form 2026



1. Booking Details		
We would like to book		Table(s) to the HQR Summer Ball 2026 at a cost of £4,250 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	<i>This name will appear on all event literature as written above</i>	
Primary Contact	Name	
	Email	
	Telephone	
Postal Address		
Event Correspondence (if different)	Name	
	Email	
Finance/Account Queries	Name	
	Email	

3. Payment Details				
Payment Option (tick)	Payment Link		Invoice	
<i>Invoice - An invoice will be issued and payment must be made via BACS/CHAPS within 14 days of the invoice date.</i>				
<i>Payment Link - A secure payment link will be emailed to the accounts contact for payment via credit/debit card within 14 days.</i>				

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	
Name & Position		
Company		

Once complete, please email this form to Kelly Gower: Kelly.Gower@HQLondon.co.uk
Your booking will be confirmed upon receipt of payment.

HQR London Summer Ball 2026

Terms & Conditions of Booking

1. Definitions

"HQR" means The HQR London Charitable Incorporated Organisation (Charity No. 1171098).
"Customer" means any individual, firm, or corporate body making a booking with HQR.
"Event" means the HQR London Summer Ball 2026.

2. Booking Confirmation

Bookings are confirmed upon receipt of both a signed booking form and full payment.

HQR reserves the right to release unconfirmed tables after 14 days.

3. Payment Terms

Payment must be made via BACS/CHAPS transfer or secure payment link within 14 days of invoice or link issue.

Failure to make payment by the deadline may result in cancellation of the booking.

4. Table Allocation

Multiple table bookings will be distributed evenly around the venue to maximise networking opportunities.

Requests for adjacent seating must be submitted in writing at least 30 days before the Event and are subject to availability.

5. Dietary Requirements

Dietary requirements must be submitted in writing at least 14 working days before the Event. Requests submitted after this deadline cannot be guaranteed.

Kosher meals MUST be requested with a minimum of 14 days' notice. As the venue charges HQR an additional fee for facilitating Kosher meals, any extra costs will be passed on to the specific table host(s).

6. Damage and Liability

Customers are responsible for any damage caused to the venue or its contents (including glass or furniture breakages) by their employees or guests.

HQR accepts no liability for loss or damage to personal property.

A secure cloakroom will be provided; however, items left there are at the owner's risk.

7. Complaints

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.

8. Cancellations

All cancellations must be made in writing. However, bookings are non-refundable.

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