

Event Booking Form

Thank you for supporting the Electrical Industries Trading Company

Please complete and return to either of the following:

By post	By email
Charlotte Laurent Rotherwick House 3 Thomas More Street London E1W 1YZ	charlotte.laurent@eictradingco.org

Useful Contacts	
Fundraising Team Tel: 02036961710 Email: bookings@eictradingco.org	Charlotte Laurent, Event Manager Tel: 0203 696 1711 Email: charlotte.laurent@eictradingco.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 Trading Company publications, marketing and online use. Please tick the below box should you not wish us to use photographs of you or your party: <input type="checkbox"/>

Event Details	
Event name	Welsh Summer Ball
Event date	22 June 2018
Venue	Celtic Manor Resort

Booking information

Name	Enter text here	Position	Enter text here
Company	Enter text here	Host name (if different)	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
Standard Table of 10	£ 750.00	Number
Individual ticket	£ 75.00	Number
Gold Table Package (4 available)	£ 1,000.00	Number
Table Brochure Advertisement	£ 100.00	Number
Evening Games prize donation	£ 100.00	Number
Evening games prize donation	£ 50.00	Number

Total to pay

£ Enter text here

*All prices exclude VAT

Sponsorship/Donation

I/my company would like to sponsor: £ , £

I/my company would like to donate a prize for the games at this event

I/my company wish to support the games at this event with a monetary contribution £ Enter text here

I/my company would like to Enter text here

How would you like to pay?

- | | |
|--|---|
| <input type="checkbox"/> Cheque
(payable to Electrical Industries Trading company) | <input type="checkbox"/> Credit/Debit Card
(please call the team on 020 3696 1713 to make payments) |
| <input type="checkbox"/> BACS
(Electrical Industries Trading company bank details will be provided) | <input type="checkbox"/> 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.

Terms and Conditions

BOOKING

All bookings must be in writing using the official Electrical Industries Trading Company 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 Trading Company.

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 Trading Company 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 Trading Company 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 Trading Company Terms & Conditions for Events.

DATA PROTECTION

Electrical Industries Trading Company 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 Trading Company 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 Trading Company.

IMAGES

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

FORCE MAJEURE

Electrical Industries Trading Company 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 Trading Company 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 Trading Company and the Booker irrevocably submit to the exclusive jurisdiction of the English courts.