

# Table Booking Form

Celebrating Construction in South Yorkshire Awards 2017



Table for ten guests **£650+vat** Individual places **£65+vat**

Early bird rate for table of ten guests only **£600+vat\***

\*Available until Friday 28th July. The full price of £650+vat for a table of ten will be charged after this time.

Included is a drinks reception, gourmet three course dinner & wine.

Contact name

Organisation

Address

Postcode

Telephone

Twitter

Email

Total number of seats required

Number of vegetarian meals required

Additional dietary requirements

If you have a disability or any additional needs and require assistance, please contact us using the contact details below to make arrangements.

Please send your completed booking form to [ccisy@littlespark.co.uk](mailto:ccisy@littlespark.co.uk)

An invoice will be sent to the contact email provided. Payment is required at least two weeks prior to the event.

Wine pre-order forms are available separately, for additional drinks orders. Five bottles of wine are provided on each table of ten guests and are included in the ticket price.

For further information please contact **Little Spark Events Management**

Call **07817 974804** Email [ccisy@littlespark.co.uk](mailto:ccisy@littlespark.co.uk)

## Cancellations or amendments

In the unfortunate event that you cancel or reduce your numbers, cancellation fees will be charged in accordance. We will always endeavour to re-sell your space and, if successful, any payments received for such space sold will be taken into account, based on the applied percentage, when calculating your cancellation fee. All cancellations and amendments must be confirmed in writing, on receipt of this confirmation the notice period becomes effective and excess space will be released for re-sale. Fees for cancellations/reductions in numbers are calculated as detailed below and are based on a percentage of the total value of the confirmed booking.

**3 - 12 months - 0%**      **1-3 months - 50%**      **1 month or less - 100%**

The data that you provide during this transaction will only be used for the purpose of recording your payment will not be used for any other purposes or disclosed to third parties.