

Event Booking Form 2019-2020

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **No of Tickets** | **Name of Attendee** | **Company** |
| Choose an Event | No. of Tickets |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Choose an Event | No. of Tickets |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Choose an Event | No. of Tickets |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Email |  | Contact No. |  |
|  |  |  |  |
| Where did you hear about this event? (please indicate) |  |  |  |
| Email |  |  |  |
| LinkedIn |  |  |  |
| Twitter |  |  |  |
| Facebook |  |  |  |
| Website |  |  |  |
| Other (please comment) |  |  |  |
| Invoice Address |  |  |  |
|  |  |  |  |

Please email the completed form to Marcel Hendricks, Chairman of the ACN - [marcel@theacn.co.uk](mailto:marcel@theacn.co.uk).

**Ticket Costs 2019-2020 Effective 1 August 2019.**

Triple ECN HCN RCN Members £30.00

Member £35.00

Member Graduate £17.50

Non-Member £55.00

Public Sector or Client Body Free

The following terms and conditions apply to Delegates that book a place at the ACN breakfast.

**1. Non-attendance**

1.1 If you are unable to attend, you may send a substitute at no extra cost, provided that you notify us of the change prior to the event.

1.2 If you fail to notify us of the change we will charge for an additional place.

1.3 In the event of non-attendance you will be liable for the full cost of the place.

**2. Cancellation charges will apply**

2.1 Within 1 weeks prior to the event, 100% of the booking cost will apply.

**3. Photography**

3.1 The ACN sometimes arranges for photographs and/or video footage to be taken at events and used for promotional purposes. This may include printed documents or media, editorial coverage, advertising press and use on the internet.

3.2 Delegates who do not wish for their image to be used in this manner must notify is prior to the event.

**4. Data Protection**

4.1 By submitting registration details, Delegates agree to allow The ACN and companies associated with the event to contact you as required for the organisation and administration of the event.

4.2 The contact details of registered Delegates will be placed on the attendee list. This list will be provided to sponsoring companies and may be provided to all Delegates for them to see who is at the event for the purpose of networking and meetings. Delegates who do not wish to be included on this list should advise at the time of booking.

**5. Events beyond our control**

5.1 If the event is cancelled due to circumstances beyond our control, the full cost of the place will be refunded.

5.2 However, The ACN will not be liable for any other costs incurred by delegates.

**6. Accessibility**

6.1 Let us now if you require any assistance in terms of accessibility. Every reasonable effort will be made to accommodate wheelchair users or persons with a disability, provided such persons notify the ACN who will in turn make arrangements with the venue, the RICS at Parliament Square, of their disability requirements at the time of booking. A buddy must be allocated to each wheelchair user in case of an evacuation.

**7. Dietary Requirements**

7.1 Where possible we will cater for any dietary requirement on request. The latest order should be forwarded to the ACN at least 72 hours prior to the Hire Period.