

Please fill out and fax or post back this form to 01952 561 791 or Event Links, C/O The International Centre, St. Quentin Gate, Telford TF3 4JH. Alternatively email hannah.mckinnon@southwatereventgroup.com with all your accommodation details. Please ensure the form is returned as soon as possible to enable us to offer you the best availability. Any queries please call 01952 561 790.

! Booking forms will only be processed with a valid credit/debit card number. Bookings are not guaranteed until written confirmation is received from Event Links.

Credit Card Details

Credit Card Number: _____ / _____ / _____ / _____ Expiry Date ____ / ____

Name of Cardholder: _____

Cardholder Signature: _____

Contact Name:	Company Name:
Address:	
Telephone:	Fax:
Mobile:	Email:

Please select a first and second choice of hotel – all rooms are allocated on a 'first come, first served' basis.

First Choice:	Second Choice:
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Name	Date of Arrival	Number of Nights	Type of Room (Family, Double, Twin or Single)

**If additional rooms are required please continue on a separate sheet*

Special requirements

- | | |
|---|--|
| <input type="checkbox"/> Wheelchair accessible room | <input type="checkbox"/> Interconnecting Room required |
| <input type="checkbox"/> Smoking room | <input type="checkbox"/> Other..... |
| <input type="checkbox"/> Non Smoking room | |
| <input type="checkbox"/> Ground floor room | |

Payment

- On Departure
- Pro forma invoice (Cut off date: 1 month prior to arrival. Pro forma's can be paid for by cheque)

Terms & Conditions – please read in full and sign below

1. All group bookings (10 rooms or more) will be subject to credit checks before payment method is confirmed
2. All extras are to be settled by the individual guest on departure unless otherwise agreed with Event Links prior to the event.
3. Please note that the cut of date for the final rooming list and any changes is 7 days prior to the event.
4. Cancellations:
 - Any bookings of 9 rooms or less may be cancelled in writing up to 14 days prior to the event without charge.
 - Any bookings of 10 rooms or more will be considered a group booking – please see group terms and conditions attached.
 - All cancellations must be received in writing by Event Links (at not directly to the Hotels) by 17.30.
5. In the event of a no-show at your hotel the above debit/credit card will be charged for the full value of the booking.
6. By providing your debit/credit card details above you agree to these terms and conditions and any charges incurred will be taken from the details provided. If this is declined Event Links will invoice post event.
7. Please note that if payment of cleared funds is not received by Eventlinks 5 days prior to the arrival date then payment will be requested on departure.
8. The Hotel reserves the right to review its annual prices from time to time and to alter prices without notice. In the event that a price change is applied to a confirmed booking, the Client shall not be entitled to terminate the contract provided such increase is in line with inflation and does not exceed 10% price specified in the contract form.

Signature:
.....

Title:
.....

Print Name:
.....

Date:
.....

Signed on behalf of Event Links:

Date: