



## **2007 ifs ProShare Annual Awards**

### **Private reception Area & Table Booking Terms and Conditions**

#### **Tables**

- Tables in a premium position in the Grand Hall are limited and can only be guaranteed to those booking a private champagne area
- After the Members' Priority Booking Period, tables will be reserved on a first come, first served basis

#### **Guest Details**

- Guests' details must be received no later than Monday 30 October. We cannot guarantee that changes made after this date will be reflected in the Guest Book, Table Plan and other signage

#### **Payment**

- On receipt of this booking form, your organisation will be invoiced for the total cost of your bookings + VAT
- Bookings will be confirmed and tables allocated only when payment has been received

#### **Cancellations**

- If you cancel your booking before Friday 19 October, you will be entitled to a refund, minus a £50 administration fee
- Any bookings cancelled after Friday 19 October will not be entitled to a refund