



**ifs ProShare Annual Awards, Grand Connaught Rooms 61 - 65 Great Queen St, London WC2B 5DA
Thursday 2 December 2010**

Private Champagne Reception Area and Gala Dinner Table Booking Form

To secure your booking, please return this booking form to:
Sarah Steadman, **ifs ProShare**, 8th Floor, Peninsular House, 36 Monument Street, London EC3R 8LJ
T: 020 7444 7141 F: 020 7444 7115; E: ifsproshareawards@ifslearning.ac.uk

Contact Name	
Company:	
Address:	
Postcode:	
Telephone:	Fax:
E-mail:	

Section 1 PRIVATE RECEPTION AREA BOOKING FORM - AVAILABLE TO MEMBERS ONLY

The booking of a Private Reception Area will **guarantee you a premium position table** during the Awards Dinner if booked by 30 June 2010. The number of Private Reception Areas is strictly limited and they are available on a first come first served basis to **Members Only**.

Your booking will include the following:

- ✓ A private area for you and your guests to enjoy champagne and canapés prior to the Awards Dinner
- ✓ Signage within your private area with your company name and / or logo
- ✓ A magnum bottle of champagne presented on your table(s)
- ✓ An opportunity for you and your guests to have a souvenir photo taken with the Awards Host and Guest Speaker, with a complimentary CD sent to you after the event
- ✓ Option to pay for champagne flutes personalised with your company's name/logo (minimum order 20) which will be available for you to keep after the event (NB you are responsible for removing them after the event and **ifs ProShare** cannot be held liable for any breakages)

Please reserve a Private Champagne Reception Area for: *(Tick boxes as applicable)*

	<i>ifs ProShare Gold Member</i>	<i>ifs ProShare Member</i>	<i>Additional cost for personalised champagne glasses</i>
10 Guests (1 Table of 10)	<input type="checkbox"/> £840	<input type="checkbox"/> £1,050	<input type="checkbox"/> £315 (minimum 20 glasses)
20 Guests (2 Tables of 10)	<input type="checkbox"/> £1,260	<input type="checkbox"/> £1,575	<input type="checkbox"/> £315
30 Guests (3 Tables of 10)	<input type="checkbox"/> £1,680	<input type="checkbox"/> £2,100	<input type="checkbox"/> £394
40 Guests (4 Tables of 10)	<input type="checkbox"/> £2,100	<input type="checkbox"/> £2,625	<input type="checkbox"/> £462
50 Guests (5 Tables of 10)	<input type="checkbox"/> £2,520	<input type="checkbox"/> £3,150	<input type="checkbox"/> £525

All prices are subject to VAT

Section 2 TABLE BOOKING FORM

Insert the number of tables or places required and tick the relevant box. *(Tick boxes as applicable)*

	<i>ifs ProShare Gold Member</i>	<i>ifs ProShare Member</i>	<i>Non - member</i>
Please reserve metables of 10 in The Grand hall	<input type="checkbox"/> £2,200 per table	<input type="checkbox"/> £2,750 per table	<input type="checkbox"/> £3,850 per table
Please reserve metables of 10 in The Balmoral room	<input type="checkbox"/> £1,980 per table	<input type="checkbox"/> £2,475 per table	<input type="checkbox"/> £3,465 per table
Please reserve meindividual places in The Grand hall	<input type="checkbox"/> £270 per place	<input type="checkbox"/> £340 per place	<input type="checkbox"/> £445 per place
Please reserve meindividual places in The Balmoral room	<input type="checkbox"/> £243 per place	<input type="checkbox"/> £306 per place	<input type="checkbox"/> £400 per place



All prices are subject to VAT

Terms & Conditions

- *ifs ProShare Awards* reserve the right to alter the contents of the event.
- *ifs ProShare Awards* reserve the right to cancel the event at its sole discretion. In the event of cancellation by *ifs ProShare Awards*, a full refund of the booking fee will be made.
- Incidental expenses: *ifs ProShare* is not responsible for covering travel, accommodation and incidental costs incurred by attendees.

Booking conditions

- Tables in a premium position are limited and can only be guaranteed to those booking a private champagne reception area before 30 June 2010
- All tables will be reserved on a first come, first served basis, subject to payment in accordance with our invoicing policy.
- Tables may be booked in one name only
- Once we have received your table booking we will send you a confirmation via email.
- Bookings will be confirmed and tables allocated only when payment has been received
- No booking is guaranteed until you receive a confirmation email from the *ifs ProShare* Team and full payment has been received.
- Guests may not bring their own place cards
- If you would like to leave gifts for your guests they must be delivered to the venue in advance in agreement with *ifs ProShare*.

Cancellation policy

- Cancellation received before 30 September 2010 will receive 100% refund (less a 5% administration charge).
- Cancellations received after 30 September 2010 and up to 1 November 2010 will forfeit 50% of the booking total.
- Cancellations after 1 November 2010 will forfeit 100% of the booking total.
- Any refunds will be processed after the event.

Payment

- On receipt of this booking form, your organisation will be invoiced for the total cost of your booking + VAT
- All invoice prices will include VAT.
- Payment terms are 30 days from the date the invoice is issued.

Other information

- Photographs and/or video footage may be taken at any *ifs* event and your image may be used on *ifs* websites, publications, promotional material and publicity in the future. No references will be made that link your image with any other personal data, unless specifically agreed.
- *ifs ProShare* will process your data in accordance with the principles of the UK Data Protection Act (1998). Your contact details may be made available to the event partners, or used by us, to send you information on products, services and special offers that may be relevant to you.

For office use only:

Net Amount:
Cost Code:
Authorised By: