

# ticeventlinks

## Accommodation Booking Form for MLA Expo 2017 Featuring The Garage



**MLA EXPO 17**  
MASTER LOCKSMITHS ASSOCIATION



Please complete the form below and return to [victoria.heales@southwatereventgroup.com](mailto:victoria.heales@southwatereventgroup.com) or fax 01952 561 701. Please ensure the form is returned as soon as possible to enable us to offer you the best availability. Any queries please call Victoria Heales on 01952 527 333.

<b>Contact Name:</b>	<b>Company Name:</b>
<b>Address:</b>	
<b>Telephone:</b>	<b>Fax:</b>
<b>Mobile:</b>	<b>Email:</b>

**Please indicate your booking requirements.**

<b>1<sup>st</sup> Choice Hotel:</b>	<b>2<sup>nd</sup> Choice Hotel:</b>
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Room	Name	Additional Person	Date of Arrival	No of Nights	Type of Room / Number of people in room (Double, Twin or Single)
1					
2					
3					

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

### **Special requirements – subject to availability**

- Wheelchair accessible room
- Smoking room
- Non Smoking room
- Ground floor room

**Booking forms will only be processed with a valid credit/debit card number. Bookings are not guaranteed without a valid credit / debit card.**

**Credit Card Details**

Card Type: American Express    Visa    Mastercard    Visa Debit

Credit Card Number: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_                      Expiry Date \_\_\_\_/\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

I hereby authorise you to charge the above card as described above: The credit card will not be deducted unless you fail to arrive or cancel outside of the cancellation policy.

If unable to provide an electronic signature please tick the box to show you agree to the Terms and Conditions.

**Please note-** All bookings must be settled on departure unless otherwise arranged. We can offer credit facilities but these must be set up and applied for in advance. If you require a Pro Forma Invoice please request when returning the form.

**Terms & Conditions of accommodation booking:**

1. Bookings are not secured until you have received a confirmation in writing from ticeventlinks.
2. Prices quoted include VAT and taxes at the rate prevailing. Prices subject to alteration should the rate change.
3. Cancellations:
  - Any bookings of 9 bed nights or less may be cancelled in writing up to 14 days prior to the event without charge.
  - Any bookings of 9 bed nights or more will be considered a group booking and a group accommodation contract will need to be signed.
  - All cancellations / changes must be received in writing by 17.30pm to ticeventlinks and not direct to the hotel. A confirmation will be sent for each cancellation, please ensure that you receive this in order to confirm your booking has been cancelled.
4. In the event of a no-show / late cancellation / early departure the above debit/credit card will be charged for the full value of the booking unless otherwise arranged with ticeventlinks.
5. By providing your debit/credit card details you agree to the above terms and conditions and any charges incurred will be taken from the details provided. If this is declined ticeventlinks will invoice post event.
6. The hotels are unable to guarantee smoking or nonsmoking preferences within given allocations and all special requests are not guaranteed.
7. Cancellation / no show / early departure charges will not be waived due to adverse weather conditions or due to a Force Majeure event
8. In the unlikely event of the guests behaviour being unacceptable to the hotel, the management reserves the right to insist on individual(s) departure from the premises. Furthermore, the client undertakes to pay all reasonable costs incurred in making good any breakages or damages to any property at the hotel resulting directly or indirectly from the behaviour or conducts of the organiser or their guests, and if necessary and expedient the Hotel shall put the work in hand and render an account to the customer who shall be responsible for payment.

**Signature:**

**Title:**

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**Print Name:**

**Date:**

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