

**CONTACT DETAILS**

Contact name \_\_\_\_\_ Position \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Email \_\_\_\_\_

**BOOKING DETAILS**

Number of tables (10 places) \_\_\_\_\_ £1500 each (excl. VAT)  
Number of individual tickets \_\_\_\_\_ £175 each (excl. VAT)  
Total due (excl. VAT) £ \_\_\_\_\_  
Total due (incl. 20% VAT) £ \_\_\_\_\_

**PAYMENT DETAILS**

*Please select one of the following options:*

Invoice

Purchase order \_\_\_\_\_

Invoice email \_\_\_\_\_

Invoice address \_\_\_\_\_

BACS

Reference: P104394 - CEEQUAL Awards

Bank: Barclays Bank plc, Level 28, 1 Churchill  
Place, Canary Wharf, London, E14 5HP

Account name: Building Research Establishment

Account number: 00606758

Sort code: 20-65-63

Cheque

Please make cheques payable to "Building Research  
Establishment"

**DATE**

Monday 28 November 2016

**VENUE**

One Great George Street  
London, SW19 3AA

**TIMINGS**

19.00 Drinks reception  
20.00 Awards dinner and presentations  
22.30 End of awards  
23.30 Carriages

**TICKET PRICE**

£175pp / £1500 table of 10 (excl. VAT)

**CONFIRMATION**

by ticking this box I confirm I agree with the  
booking terms and conditions below

Name \_\_\_\_\_

Date \_\_\_\_\_

**RETURN**

Please return your completed form to  
seema.sheth@bre.co.uk

**BOOKING TERMS AND CONDITIONS**

The term 'BRE' in this document refers to the Building Research Establishment Limited, registered in England and Wales No. 319324, registered address Bucknalls Lane, Watford, WD25 9XX. The term 'Event' in this document, refers to any conference, Award ceremony or seminar listed under the 'BRE Events' section of [www.bre.co.uk](http://www.bre.co.uk)

**PAYMENT**

Payment for the event must be made to BRE in full in advance of the event date.

**CANCELLATION**

In the unlikely event that BRE need to cancel the event, we will endeavour to notify you as soon as possible before the event date. BRE reserves the right to cancel the event and in such an event, total liability of BRE for such a cancellation shall be limited to a refund of any registration fee paid. However, if the Event is postponed for reasons beyond the direct control of the Organisers, this booking will be transferred to the revised date of the Event and no refund will be due. BRE are not responsible for the reimbursement of any other costs incurred to attend the event, e.g. travel or accommodation costs.

**ATTENDEE CANCELLATION / SUBSTITUTION POLICY**

Cancellations must be made in writing to [events@bre.co.uk](mailto:events@bre.co.uk) or BRE Events, Garston, Watford, WD25 9XX. Cancellations for bookings received 30 day before the event will be refunded, less an administrative charge of 15%. Cancellations for bookings received on or after 30 days in advance of the event will not be refunded. If an attendee fails to attend an event (without prior written cancellation) no refund will be offered.

**LIABILITY**

BRE do not accept any liability for any property damage or loss incurred at any time during the event.

**NON-DISCRIMINATION POLICY**

BRE comply with all UK and European laws applicable in relation to discrimination on any grounds. Accordingly, BRE are committed to providing equality of opportunity and fair treatment for all. BRE will not discriminate on the basis of gender, age, marital status, sexual orientation, ethnic origin, religion, culture or disability in dealing with candidates.

**DATA PROTECTION**

Any information that you provide to us will remain the property of the Organisers and will be processed in accordance with the Data Protection Act 1998