



**IPSWICH TOWN FOOTBALL CLUB CONFERENCE & BANQUETING  
PORTMAN ROAD, IPSWICH, SUFFOLK, IP1 2DA**

**CONFIRMATION DETAILS**

**1. Payments:** all applications for our Euro package must be made by completing the booking form in full. A booking form is binding and confirms acceptance of ITFC's terms & conditions. No reservations will be taken without payment details. If payment by approved credit card, payment details must be included/provided at the time of application in order to secure a booking. If payment is to be made by debit card, cheque or by bank transfer then all payments must be paid within 30 days of date of invoice. The Club reserves the right to cancel the booking without notice if the Club has not received payment/bank clearance of all payments. Applications may be subject to credit checks undertaken at the clubs discretion. Payment in full will be required or taken 8 weeks in advance of the event date.

**2. Confirmation:** Contracts for packages shall be deemed to have been made on receipt of a fully completed and signed booking form. The Club reserves the right to omit or amend any part of the package where necessary and reasonable to do so and where practical will notify the Customer of the change as soon as reasonably possible. The client will receive full confirmation details for the event when payment is taken 8 weeks in advance of event.

**3. Cancellations:** In the event of the Customer wishing to cancel or reduce the package in any way no refund shall be made.

**4. Event Cancellation:** The Club gives no warranties that advertised matches shall take place in the time and place stipulated or at all. The Club shall not be liable to give any refund in the event of the match being cancelled or postponed.  
The Club shall not be liable for any loss, damage, or expense caused by cancellation of a match because of any force majeure incident. In no circumstances whatsoever shall Club be liable for any consequential loss or damage.

**5. Data Protection:** Customer confirms that it has allowed the Club to retain Customer information on the Club's database to be used by the Club's group companies, and passed to selected third parties, to assist in communicating products and services which maybe of interest to the Customer by letter, phone, fax, (inc. automatic dialing) email or other electronic means. If Customer wishes to stop receiving such information please inform above the Club office in writing. For training and security purposes telephone calls maybe recorded.

Contact Name:

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Contact Signature

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Company Name,  
if applicable:

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Contact Number:

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Postal  
Correspondence  
Address:

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Email Address:

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