

STRICTLY BUSINESS BOOKING FORM

ITFC DETAILS

BOOKING DATE: _____ ITFC CONTACT: _____
TEL NO: 01473 400580 FAXBACK NO: 01473 400041

CUSTOMER DETAILS

NAME: _____ COMPANY: _____
ADDRESS: _____ TEL: _____
FAX: _____
EMAIL: _____

PACKAGE DETAILS

INCLUDES:

- Britannia suite from 8am -6pm (Monday – Friday) for up to a maximum of 12 guests
- Tea, coffee and biscuits served at 9am, 11am and 3pm -12 servings per refreshment break
- 4 bottles of mineral water
- Sandwich and kettle chip lunch for 12 guests served at 1pm
- Complimentary use of a plasma screen, ideal for presentations direct from your laptop
- All suites offer a superb pitch view

DATE OF EVENT: _____ TOTAL COST: **£160 PLUS VAT PER DAY**

SPECIAL DIETARY REQUIREMENTS OF GUESTS: _____

TERMS OF PACKAGE DETAILS

- The package includes only the items listed above; should you wish to order additional catering/refreshments or equipment, supplementary rates will apply.
- This offer is not available on bank holidays, match days or in conjunction with any other offers or promotions.
-Bookings must be made in advance allowing a minimum of 2 working days notice. Should you need to cancel your booking a cancellation rate of £20 plus vat will apply.
-Payment will be requested in advance if a credit account is not already in place with the club or alternatively, you will be invoiced following your event with payment due within 30 days of invoice date.
-ITFC reserves the right to cancel your event should:

- The Club or any part of it is closed due to fire; dispute with employee(s), structural alterations or by order of any public authority.
- Any home football fixtures; concerts or other form of entire stadium usage is scheduled after the booking is made.

-The Club cannot accept responsibility for the property of customer or guests of the Club. Cloakrooms are provided for the convenience of customers and guests but any goods deposited in the cloakrooms are deposited at the owner's risk
- The customer shall be responsible for any damage caused to the Club or the furnishings, utensils and equipment, therein by the wilful act or default of the customers, guests of the customer and shall pay to the company on demand the amount required to make good or remedy such damage.

CONFIRMATION DETAILS

Terms of Agreement:

A signed booking form confirms the acceptance of this agreement

We are unable to host your event unless this form is signed and returned by fax on 01473 400041, scanned email to enquiries@numberonevenue.co.uk

CONFIRMATION SIGNATURE: _____

PRINT NAME: _____ JOB TITLE: _____
(if applicable)

Package available until Friday 19 November 2010