

BOOKING FORM



Please book me _____ places

Bookings received together with payment by 8th March 2019

£375 + VAT (£450)

For bookings received after 8th March 2019

£425 + VAT (£510)

Delegate Surname:

First name:

Firm:

Address:

Email: _____
(Please complete clearly as this is essential for communication)

Telephone: _____

Additional delegates:

1. _____

2. _____

3. _____

Emails for additional delegates:

Other details for additional delegates (if different from above):

Please summarise any special access or dietary requirements and we will contact you to make appropriate arrangements:

I accept the terms and conditions set out in this booking form.

Authorised Signature: _____

Please tick the box if you wish to hear about future PRT Tax conferences by email

**PLEASE SEND COMPLETED BOOKING FORMS TO:
PRT CONFERENCES, PO BOX 72733, LONDON SW19 9HT
(Please note our new address)
Cheques should be made payable to "PRT Conferences"**

I enclose a cheque for the full amount payable

OR I wish to pay by BACs, please send me bank details

Please tick if you require an invoice in advance of payment (Please only request if necessary)

VENUE

The conference will be held in the Banqueting Area of Gray's Inn in central London. Refreshments, including a fantastic buffet lunch, will be provided by the Inn's renowned kitchens. Gray's is the most northerly of London's four iconic Inns of Court and is located just off High Holborn. The nearest tube is Chancery Lane and Holborn and Farringdon are both a few minutes walk away. Some parking may be available for delegates within the Inn itself. Given the quality of speakers and the low price we anticipate a very high demand for places and delegates are encouraged to book early to avoid disappointment.

ADMINISTRATION

- For all other correspondence including all enquiries please email us: info@prtconferences.com
- Joining instructions will be issued by email shortly before conference.
- Please contact us by email if you have not received either confirmation of your booking within 4 weeks of applying or joining instructions within 7 days before the event.
- If you would like to sponsor this conference then please email us.
- The event is not accredited for CPD purposes with any provider.

TERMS AND CONDITIONS

1. Fees must be paid in advance. Please send a cheque with the booking form to the address above or pay by BACS. Bookings will not be confirmed until the full fee (inclusive of VAT) has been received.
2. Bookings will only qualify for the discounted rate if a cheque or BACs payment is received by 8th March 2019.
3. An administration fee of £50 per delegate is payable for payments received after the date of the event.
4. When a valid booking has been made and the fee received then we will acknowledge the booking by email and issue a VAT receipt.
5. The fee covers attendance on the day, refreshments, lunch and the paper documentation. Delegates are responsible for their own accommodation and travel arrangements.
6. Cancellations must be received in writing 21 days before the event. Refunds are at the sole discretion of the conference organisers and may be withheld if to do so would cause the organiser to suffer loss from it's suppliers. Subject to that fees will normally be returned subject to a £90 administration fee per delegate. Substitute delegates may be sent (please inform us in advance if possible).
7. The organiser reserves the right to cancel the conference at it's sole discretion. In this event all fees will be paid in full. The organiser will not be liable for any amounts in excess of the fees repaid.
8. The organiser reserves the right to change the venue, speakers or content should this become necessary for any reason.
9. The venue has a maximum capacity of 120. Places will be allocated on a first-come, first served basis and if the event becomes full then subsequent applications will be added to a waiting list.
10. PRT Conferences does not agree to go through any procurement process or equivalent for any client.