**Booking Form**

**Please send completed form to: regional-events@concrete.org.uk**

**Event: Wales Region- Back to Basics Training Day**

**Date: Wednesday 30th April 2024**

**Venue: Beton Bauen Offices, Beton Haus, Nantgarw Road Factory Access, Caerphilly,**

**CF83 2BJ**

**I would like to order:**

|  |  |
| --- | --- |
| **Ticket Type** | **Number required of each ticket type** |
| Individual/Company Member - £85.00 + VAT  |  |
| Individual Non-Member - £95.00 + VAT |  |

**Please provide the details of all those attending (if currently known):**

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Company** | **Email address** |
|  |  |  |
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|  |  |  |

This data will only be used to meet our obligations as event organiser. Data will only be retained if the attendee has opted in to communications.

**Please indicate how you will be paying for the ticket(s)** (Full payment details can be found on the invoice):

BACS Transfer [ ]

Credit/Debit Card [ ]

**Do you require a Purchase Order:** Yes [ ]  No [ ]

If you require a Purchase Order, please enter here:

**Terms & Conditions:**

* All payments must be received within 30 days of invoice or prior to the event, whichever is sooner. Non-compliance could result in entry being denied.
* Attendees at all Concrete Society events are expected to abide by the Society’s Code of Conduct.
* It is the responsibility of the person making the booking to provide all names of those attending on a table for health & safety purposes.
* In the event of the event being cancelled, an alternative date or a full refund will be given.
* Ticket cancellation charges:
	+ Within 60 days of the event – 50% of total fees will be charged
	+ Within 30 days of the event – 100% of total fees will be changed

**Please provide the details of the person making the booking** (Please complete all fields)**:**

|  |  |
| --- | --- |
| Full Name: |  |
| Company: |  |
| Address: |  |
| Telephone Number (Mobile) |  |
| Email address |  |
| Signed |  |

Your data will be used to communicate information regarding your booking, and to alert you to events in the region.

If you do not wish to receive communications about future events in the region [ ]

**Once the Booking Form has been received and processed, you will receive an invoice to make payment. All payment details are included on the invoice. Payment must be paid in full within 30 days or prior to the event – whichever is sooner – by BACS transfer or Credit/Debit card.**

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