

# DELEGATE BOOKING FORM

inside government

## 5 ways to book!

Online: [www.insidegovernment.co.uk](http://www.insidegovernment.co.uk)

Email: [enquiries@insidegovernment.co.uk](mailto:enquiries@insidegovernment.co.uk)

Phone: 0845 666 0664

Fax: 0207 484 4950

Post: Inside Government, Golden Cross House, 8 Duncannon Street, London, WC2 4JF

PRIORITY CODE

<b>EVENT TITLE</b>	<input type="text"/>	<b>EVENT DATE</b>	<input type="text"/>
<b>SECTOR</b>	Local Government 1ST place £225 / 2ND & 3rd £215	<input type="checkbox"/>	<b>NO. OF PLACES</b>
	Central Government 1ST place £225 / 2ND & 3rd £215	<input type="checkbox"/>	
	Private Sector 1ST place £325 / 2ND & 3rd £315*	<input type="checkbox"/>	
		1	<input type="checkbox"/>
		2	<input type="checkbox"/>
		3	<input type="checkbox"/>

Further discounts available for group bookings - Call 0207 484 5491. N.B. To qualify for subsidised rates and group discount rates, places must be booked at the same time and date.

## DELEGATE DETAILS (please complete)

<b>1</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>2</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>3</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Organisation

Address

Town  County  Postcode

Name  Signature  Date

\*I agree to purchase the above places and accept the terms and conditions outlined below

## PAYMENT DETAILS (please complete)

Credit Card / GPC Card  Invoice (to above address)  Purchase Order Number

Name on Card  Card Number

Expiry Date  3 Digit Security Code  Tel No. of Card Holder

If you do not wish to receive information about other relevant inside government events please tick

If you do not wish to receive information about the event sponsor please tick

**TERMS AND CONDITIONS. PAYMENT:** Payment is due within 30 days or less to the date of the event, in which case the full amount is due within 7 days of the order. **PRICE RATES:** All prices are exclusive of VAT. Special discount offers may not be used in conjunction with other discounts. **CANCELLATIONS AND TRANSFERS:** Cancellations must be received in writing 30 working days before the date of the event and will be subject to a £95 administration fee. Cancellations received after this time or not put in writing will be subject to the full delegate fee, which will also be charged in the event of non-attendance. Transfers can be made at any time, at no charge. Inside Government will not be able to offer refunds for cancellations arising from events outside of our control.