



Please fill out and **fax or post back this form to 01952 281590 or Event Links, C/O International Centre, St. Quentin Gate, Telford TF3 4JH**. Alternatively email eventlinks@ticuk.com with all your accommodation details. Please ensure the form is returned as soon as possible to enable us to offer you the best availability. **Any queries call 01952 281561.**

Booking forms will only be processed with a valid credit/debit card number. Bookings are not guaranteed until written confirmation is received from Event Links.

Credit Card Details

Credit Card Number: _____ / _____ / _____ / _____ Expiry Date ____ / ____

Name of Cardholder: _____ Cardholder Signature: _____

Payment:

On Departure Pro forma invoice (cut off date: 1 month prior to arrival) Credit Application (cut off date: 1 month prior to arrival)

Please note cheques should be made payable to: **Telford International Centre**

Contact Name:	Company Name:
Address:	
Telephone:	Fax:
Mobile:	Email:

Please select a first and second choice of hotel – all rooms are allocated on a ‘first come, first served’ basis

First Choice:	Second Choice:
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Name	Date of Arrival	Number of nights	Type of Room (Double, Twin or Single)

Special requirements

**If additional rooms are required please continue on a separate sheet*

- Wheelchair accessible room Ground Floor room
- Smoking room Non Smoking room Other _____

Terms & Conditions

- All group bookings (10 rooms or more) will be subject to credit checks before payment method is confirmed.
- All extras are to be settled by the individual guest on departure unless otherwise agreed with Event Links prior to the event.
- Cancellations:**
 - Bookings of 9 rooms or less may be cancelled in writing up to 14 days prior to the event without charge.
 - Bookings of 10 rooms or more will be considered a group booking – terms & conditions available from Eventlinks.
 - All cancellations must be received in writing by Eventlinks (not directly to the Hotel) by 17.30.
- In the event of a no-show at your hotel the above credit card will be charged for the full value of the booking.
- By providing your debit/credit card details above you agree to these terms and conditions and any charges incurred will be taken from the details provided. If this is declined, Eventlinks will invoice post event.
- Please note if payment of cleared funds is not received by Eventlinks 5 days prior to arrival date, payment will be requested on departure.
- the hotel reserves the right to review its annual prices from time to time and alter prices without notice. In the event of a price change to a confirmed booking, the client shall not be entitled to terminate the contract provided such increase is in line with inflation and does not exceed 10% of the price specified in the contract form.

Signature Title

Print Name: Date:

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