

# CSA Members' Meeting & AGM 2015

## SME Member

Turnover up to £1 million.

Members Meeting  
& AGM **2015**

Tuesday 3 February &  
Wednesday 4 February 2015

Leicester Marriott Hotel

<b>Company name: (to appear on name badge)</b>	
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		Option 1	Option 2	Option 3	Option 4	Option 5	
Delegate name (to appear on name badge)	Email address	<b>Additional bedroom</b> Double room for single occupancy B&B	<b>24 hour residential rate</b> Conference day, networking dinner and B&B*	<b>Members Meeting &amp; AGM only</b>	<b>Network evening package</b> Network dinner and B&B*	<b>Compliance Meeting</b>	Total inc VAT £
		Monday 2 Feb	Tuesday 3 Feb	Tuesday 3 Feb	Tuesday 3 Feb	Wednesday 4 Feb	
		£142.80 inc VAT	£198.00 inc VAT	£60.00 inc VAT	£153.00 inc VAT	£66.00 inc VAT	

<b>Total £</b>	
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<b>Option 1</b>	Accommodation on night of Monday 2 February*.
<b>Option 2</b>	Attendance at Members' Meeting and AGM, networking dinner and one night B&B* on Tuesday 3 February.
<b>Option 3</b>	Members' Meeting and AGM only (no accommodation).
<b>Option 4</b>	Networking dinner and B&B on Tuesday 3 February*.
<b>Option 5</b>	Compliance Meeting only.

<b>Please list any delegate dietary requirements</b>

Please note: \*double bedroom for single occupancy



Payment details

**SME Member** (turnover up to £1 million)

Company registration number: 05055685

VAT registration number: 836 5142 28

<b>Payment method (please select)</b> ✓	Name of person making booking:
Cheque enclosed, payable to CSA (Services) Ltd	Company name:
BACS transfer (see details below)	Main contact email address:
To be invoiced: PO _____	Main contact phone number:
Please debit my debit/credit card (complete details below)	Address:

**Total fee to pay (inc VAT):** £ \_\_\_\_\_

**Debit/credit card details**

**Debit card** (no charge)  **Credit card, Visa/Mastercard** (2.5% charge)  **American Express** (3.5% charge)

Name of cardholder:																			
Card number:					-					-					-				
Valid from:			/			Expiry date:			/										
Security number:																			
Main contact phone number:																			
Address:																			

By signing here you agree to our **Terms & Conditions:**

Print name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed forms with payment to:**

**A:** CSA (Services) Ltd, Esh Plaza, Sir Bobby Robson Way, Great Park, Newcastle-upon-Tyne, NE13 9BA  
**E:** [adriana.gallidavison@csa-uk.com](mailto:adriana.gallidavison@csa-uk.com)  
**T:** 0191 217 3073  
**F:** 0191 236 2709

**Bookings after and including Monday 5 January 2015 (28 days before the event)**

All booking forms submitted after and including Monday 5 January 2015 must be accompanied with full payment (debit/credit card or BACS only).

**BACS details**

**Bank account name:** CSA (Services) Ltd  
**Sort code:** 01-01-42  
**Account number:** 17030919  
**Bank:** NatWest Plc, Bury Branch  
**Swift:** NWBKGB2L  
**IBAN:** GB60NWBK01014217030919

## Terms & Conditions

**Hotel Booking:** Your hotel accommodation contract is with the CSA (Services) Ltd, hereafter known as 'the CSA' and not the Marriott Hotel or Hilton Leicester. All bookings must be accompanied by a payment method and all bookings must be paid for prior to attendance at the event. In the event no payment details are provided, there will not be a room reserved for you. Irrespective of payment method, immediately after your booking has been processed, an invoice will be dispatched confirming your delegate places. Any places booked within 28 days of the event taking place, must be paid for immediately - your booking will not be processed until full payment is received and there will not be a badge for delegates. Whilst we have negotiated a special rate and have taken your booking for the basic accommodation to ensure you are able to take advantage of this package, we are not responsible for any additional costs you charge to your room. Payment for any and all extras charged is to be made direct to the hotel at the point of check out. In the event of any room cancellation, the CSA will enforce its booking conditions in relation to cancellation fees. Details of the CSA's cancellation policy can be found below.

**Conference Booking:** All bookings must be accompanied by a payment method and all bookings must be paid for prior to attendance at the event. In the event no payment is received, there will not be a badge created for collection at the registration desk. Irrespective of payment method, immediately after your booking has been processed, an invoice will be dispatched confirming your delegate places. Any places booked within 28 days of the event taking place must be paid for immediately through either a debit/credit card or BACS.

**Double Occupancy:** If you require double occupancy, a charge of £10+VAT will be added to your bedroom rate element of your booking.

**Cancellation:** Bedrooms and conference places are limited so you must let us know in writing no later than 28 days before the event if you wish to cancel. A 50% refund will be available up to this date. There will be no refunds after this date. Bookings may be cancelled at the organisers discretion.

**Programme Changes:** It may become necessary, for reasons beyond our control, to alter the content or timing of the programme. These changes do not justify any refund.

**Delegate Name Changes:** Your booking will be processed in the names entered on the booking form or taken by telephone at the time of booking. Any further changes to delegate names will incur an administration fee of £10 per alteration.

**Data Protection:** The details that you provide will be held on the CSA database to keep you informed regarding this event and similar future events that we feel you will be interested in. Your data will not be passed to any third parties, but used by us to forward their material to you, unless you request us not to.

**Payment:** The following charges will apply to card payments for conference bookings only and do not apply to bedroom guarantee:

- Debit Cards                      No Charge
- Credit Cards                      2.5%
- American Express              3.5%

**VAT:** All prices include VAT at the prevailing rate unless otherwise stated.