

CSA Members' Meeting & AGM 2015

Standard Member

Turnover £1 million and above.

Members Meeting
& AGM **2015**

Tuesday 3 February &
Wednesday 4 February 2015

Leicester Marriott Hotel

Company name: (to appear on name badge)	
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		Option 1	Option 2	Option 3	Option 4	Option 5	
Delegate name (to appear on name badge)	Email address	Additional bedroom <small>Double room for single occupancy B&B</small>	24 hour residential rate <small>Conference day, networking dinner and B&B*</small>	Members Meeting & AGM only	Network evening package <small>Network dinner and B&B*</small>	Compliance Meeting	Total inc VAT £
		Monday 2 Feb	Tuesday 3 Feb	Tuesday 3 Feb	Tuesday 3 Feb	Wednesday 4 Feb	
		£142.80 inc VAT	£354.00 inc VAT	£210.00 inc VAT	£210.00 inc VAT	£66.00 inc VAT	
						Total £	

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

Please list any delegate dietary requirements

Please note: *double bedroom for single occupancy



Payment method (please select)	✓	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:	<input style="width: 100%;" type="text"/>															
Card number:	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	-	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	-	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Valid from:	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	/	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	Expiry date:						<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	/	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Security number:	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>													
Main contact phone number:	<input style="width: 100%;" type="text"/>															
Address:	<input style="width: 100%;" type="text"/>															

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
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.