Events Booking Form

Book online at www.acevo.org.uk/events

● Fax to 020 7280 4989 ● Email to events@acevo.org.uk ● Post to ACEVO, 1 New Oxford Street, London, WC1A 1NU

EVENT NAME(S)	DATE(S)	PRICE(S)	PROMOTIONAL CODE(S)

ATTENDEE'S DETAILS

1. Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other:

2. First Name	3. Surname
4. Telephone	5. Email

6. Job Title

7. Organisation Name

8. Organisation Address & Postcode

9. ☐ Third Sector ☐ Public Sector ☐ Corporate Sector

10. Member of ACEVO? ☐ Yes ☐ No

11. Special Needs or Dietary Requirements:

12. How did you hear about this event?

PAYMENT – TO BE GIVEN AT TIME OF BOOKING

☐ Cheque	I enclose a cheque payable to ACEVO for £
☐ BACS	I enclose remittance advice Bank: Natwest Bank Account No: 31543979 Sort Code: 60 40 04
☐ Credit/Debit Card	Card Type ☐ Visa ☐ Maestro ☐ Mastercard ☐ American Express ☐ Solo ☐ Switch ☐ Electron Card Number Cardholder Name: Expiry date: ...../..... (MM/YY) CCV: ..... (Last 3 digits on signature strip) Issue number: ..... (Switch cards only)

Receipt ☐ Please email a receipt to the attendee OR ☐ Please email a receipt to my email:

I AGREE TO THE TERMS & CONDITIONS

Signed Date

Completion of this form constitutes a legally binding agreement. ACEVO reserves the right to change the event and venue without notice.

Cancellations must be received in writing to events@acevo.org.uk
Cancellations received four weeks or more before the event = 50% refund.
Cancellations received less than four weeks before the event = no refund.
Instead you can transfer the place to another delegate by emailing events@acevo.org.uk
ACEVO is also not able to offer refunds for cancellations arising from events outside of our control, including adverse weather conditions, flooding, or industrial action.

Event instructions will be sent to you by email. ACEVO cannot be held responsible for the non-arrival of information. If you have not heard from ACEVO 7 days before the event it is your responsibility to contact ACEVO on 020 7280 4962 or email events@acevo.org.uk

Data Protection. The information you provide will be held on a database to process the booking and so we can keep you up to date on relevant ACEVO products and services. We do not pass your details on to any external companies for marketing purposes. If you do not wish to receive any further information from ACEVO please email membership@acevo.org.uk