

DELEGATE BOOKING FORM

CHC's One Big Housing Conference and Development Zone 2018– 11/12th October 2018 Booking Instructions

This form must be completed on behalf of all delegates. Bookings made by telephone or letter cannot be accepted. Please complete in full, in type or block capitals and please read each booking category carefully.

Please note that CHC will not be booking accommodation but we have secured an allocation of rooms at the Metropole Hotel, Llandrindod Wells at a discounted rate of £90.00 Single occupancy B&B. **All allocation will be released by Thursday 30th August 2018** any bookings after that will not be guaranteed the discounted rate. Please contact Reservations at the Metropole Hotel on 01597 828 510 and mentioned CHC's One Big Housing Conference

	DeName and e-mail address of delegate	Job Title	Personal requirements (Wheelchair access, diet, BSL, hearing impairment, etc)	Booking Code & Fee	Do you wish to contribute during the conference through the medium of Welsh?	
					Yes	No
1						
2						
3						
4						
5						
Your Organisation's Name:				Total fees due:	£	

☐ Please tick the box to confirm that you are happy for your name to be included on the attendance list and that you understand that it will be circulated amongst other attendees at the conference, including exhibitors and speakers.

Please remember to include the 2nd page

Organisation:		Contact Name:	
Tel No:		Email:	
Address for Details:			
Address for Invoice: (if different)			
Purchase Order No:		Cheque enclosed for:	£ _____ (cheque made payable to CHC) <u>OR</u> Please invoice: <input type="checkbox"/>

Signed

Date

Cancellations:	Bookings
Non Residential Places If you cancel: <ul style="list-style-type: none"> 30 days or more before event: £25 admin charge is payable per person Between 15 & 29 days before event: 50% of total fees payable 14 days or less before event: Full fees payable 	EARLY BIRD DISCOUNT All bookings received by the Friday 7th September will receive a discount of £30/person. Closing date for delegate bookings Friday 28th September . Any booking received after this date will be subject to a £30 admin fee per booking

All cancellations or amendments to bookings must be made in writing

Please return completed booking form to Julia Sorribes, CHC, 2 Ocean Way Cardiff CF24 5TG. Julia-Sorribes@chcymru.org.uk
Tel: (029) 2067 4814