

Priority Booking Form
(BLOCK LETTERS PLEASE)

Contact Details:

First/Last Name

Email address

Position

Organisation (INVOICE ADDRESS)

Address

Postcode:

Tel:

Fax:

Terms and Conditions

Department of Enjoyment, (Facebooth Limited T/A Department of Enjoyment or *The Company*) reserves the right to apply the following Terms and Conditions of Service:

Booking Confirmation

This Booking Form (QA4) when completed is an Agreement (CONTRACT), between *The Client* and *The Company* and commences on the day that it is signed and continues thereafter until terminated by either party giving no less than 30 days written notice. Upon receipt of a signed Booking Form, *The Company* shall forward an invoice for the Booking Deposit to *The Client*. The non-refundable Booking Fee (25% of total booking value) once received, will initiate written booking confirmation.

Fees and Invoicing

Fees are inclusive of all costs (less accommodation, mileage and subsistence allowance where agreed) at the daily standard rate agreed between *The Company* and *The Client* at the time of entering into this agreement. Normal events times: MAX 5 Hours. Any discounts on the standard, published daily rates are offered at the discretion of *The Company* and subject to the following 'prompt payment clause': If payments are not received by their due dates, all discounts will be revoked, normal charges shall be applied and a separate invoice for the difference issued.

The Company reserves the right to withhold any services provided under the terms of this agreement (with or without notice) or to terminate the agreement if total fees due are not received at least 30 days prior to an event or commencement of hire programme.

Cancellations

All cancellation requests must be confirmed in writing and in such circumstances, the following cancellation charges shall apply:

30 days or more prior to event start date	25%
21-30 days	50%
14-21 days	75%
Less than 14 days	Full Fee

**PLEASE COMPLETE AND RETURN VIA EMAIL
OR POST TO ABOVE ADDRESS AT EARLIEST OPPORTUNITY. THANK YOU.**

I agree to the terms and conditions herein:

Signed:

Date:

Event Details:

Dates:

Apparatus/Equipment:

Venue/Dates/Notes:

Venue:	Electricity:	Water:
	Timings:	Access:

Fees/Payment Details:

P'Order No.:

£

£ VAT@20%

£

A cheque is enclosed Invoice (PLEASE TICK)

BANK: Lloyds TSB Sort: 77-22-10 Acc.: 18405768

Please make cheques payable to Department of Enjoyment.

Date Booking Confirmed:

OFFICE USE ONLY

Invoice No.:

Date Deposit Received:

Final Payment Recd.

Enquiry No.: