**Accommodation Booking Form**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Please complete the booking form below and return to [blee@fireservicecollege.ac.uk](mailto:blee@fireservicecollege.ac.uk) . Please note we can only accept bookings on this form.  **Payment/Invoice Details:** Payment is required in advance by Credit/Debit card or if booked with a Purchase Order from your organisation (name and address will also be required at the time of booking).  **Cancellations**: Bookings cancelled within 7 days of arrival will be charged in full. | | | | | | | |
|  | | | | | | | |
| **Name** | |  | | | **Date** |  | |
| **Email** | |  | | | **Telephone** |  | |
| **Organisation** | |  | | | **Mobile** |  | |
| **Address** | |  | | | **Postcode** |  | |
| **EVENT Name** | | National BA Challenge | | | | | |
| **Team** | |  | | | | | |
| **Pricing** | | 06/10/2016 **Double En-Suite**- Dinner, Bed & Breakfast @£75.00  07/10/2016 **Packed Lunch-** @£10.00  07/10/2016 **Double En-Suite-** Bed & Breakfast @£65.00 | | | | | |
|  | | | | | | | |
|  | **Name of Guest** | | | **Name of Guest (sharing double room for an additional @£10.00** | | **Arrival Date** | **Departure Date** |
| **1st Room** |  | | |  | |  |  |
| **2nd Room** |  | | |  | |  |  |
| **3rd Room** |  | | |  | |  |  |
| **4th Room** |  | | |  | |  |  |
| **5th Room** |  | | |  | |  |  |
| **Additional Guests** |  | | |  | |  |  |
| **Additional Guests** |  | | |  | |  |  |
|  | | | | | | | |
| **Payment Method** | | **PO No:** Please State | **Credit/Debit Card Payments –** Please call with your payment details on receipt of confirmation**.** (Please do not send your card details by email as this may not be secure). | | | | |

* **Check out:** no later than 08:30am on the day of departure: please return keys to reception.
* All lost keys will be charged at a cost of £15 + VAT.
* **Damage to Accommodation:** Any damage to our accommodation during your stay will be charged for. Any damages not paid for prior to your departure will be invoiced to you or your organisation.