

Please fill out and fax form to 01952 561 701 or post to Eventlinks, C/O The Holiday Inn, St. Quentin Gate, Telford TF3 4EH. Alternatively email [victoria.heales@southwatereventgroup.com](mailto:victoria.heales@southwatereventgroup.com) or [hannah.mckinnon@southwatereventgroup.com](mailto:hannah.mckinnon@southwatereventgroup.com) with the completed form. Please ensure that you return this form to us as soon as possible to enable us to offer you the best availability. Any queries please call 01952 527 333 or 01952 527 375

A deposit of £50.00 is needed to guarantee the reservation, if you would like this to be charged to a card please tick the box and enter the card number below. Alternatively if you would like to pay by cheque or bacs please tick the appropriate box below and we will issue a pro forma invoice to the address given.

- Card Payment
- Other method cheque / bacs

**Credit Card Details**

Credit Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Expiry Date \_\_\_\_ / \_\_\_\_

Name of Cardholder: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

<b>Contact Name:</b>	<b>Company Name:</b>
<b>Address:</b>	
<b>Telephone:</b>	<b>Fax:</b>
<b>Mobile:</b>	<b>Email:</b>

**Please select a first and second choice of hotel – all rooms are allocated on a ‘first come, first served’ basis.**

<b>First Choice:</b>	<b>Second Choice:</b>
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Name	Date of Arrival	Number of Nights	Type of Room (Double, Twin or Single)

**Special requirements:**

- Wheelchair accessible room
- Smoking room
- Non Smoking room
- Ground floor room
- Other \_\_\_\_\_

**Payment of balance:**

- On Departure
- Pro forma invoice (Cut off date : 1 month prior to arrival)