



CPD and Events Booking Form

Official Use Only Date Received: Entered: YES / NO Invoice No:
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Date:	Name of CPD/Event(s):	No. of Tickets:	Price*:

*ALL TICKET PRICES INCLUDE VAT

Name: _____ Date: _____

Company Name: _____ Membership Type: _____

Telephone No: _____ Email: _____

Address: _____

Name(s) of Guest(s): _____

Payment Methods

This booking form **MUST** be accompanied by a cheque, credit/debit card details or direct debit request to confirm your booking.

I am paying by (Please tick the appropriate box).

MASTERCARD
 MAESTRO/
VISA CREDIT
CHEQUE
DIRECT DEBIT
DEBIT CARD (members only)

- » Please note that we **do not accept** American Express or Diners Card
- » Cheques **MUST** be made payable to the **British Institute of Interior Design**
- » There is an **administration charge** of 3.5% on all credit cards

If paying by credit or debit card please complete the following: (block capitals)

Card holder's name: _____

Amount: £ _____

Card No:

Security Code (last 3 digits):

Valid from: /

Expiry date: /

Signature: _____ Date: _____

DATA PROTECTION:

In compliance with the Data Protection Act, we must point out that the personal information on this form may be kept on a database. The financial information supplied will not be stored. The data will be used for information distribution and will occasionally be supplied to 3rd parties at our discretion. If you do not wish your details to be passed on to 3rd parties, please tick here

TERMS AND CONDITIONS OF BOOKING

How to Book: Bookings should be made in advance by post (to the British Institute of Interior Design at the address below) or fax (to 020 7349 0500) or via email (scanned and emailed to info@biid.org.uk)

Refunds & Cancellation: 1. Bookings will only be accepted with the appropriate remittance. VAT receipts will be forwarded to delegates; if this has not been received within 10 working days before the relevant course, please contact us to ensure your place has been booked.

2. Cancellation of your booking is only permitted if received in writing to the BIID office, 10 working days before the date of seminar. 3. The full delegate fee will be forfeited for non-attendance without prior notice or cancellation of your booking after 10 working days before the date of the seminar for whatever reason. A replacement delegate nominated and confirmed by you will be welcome, but must be confirmed in writing prior to the event. 4. The BIID may make changes to the programme and speakers if unavoidable circumstances arise. 5. The BIID reserves the right to cancel or alter events. 6. Some BIID events may be photographed or video recorded for promotional purposes. Attendance at these events constitutes consent for these images/videos to be used, solely by the BIID, to promote its activities.

The Terms & Conditions for booking are in addition to the BIID's Terms & Conditions and Privacy Policy listed on our website.