



Hotel Accommodation Booking Form

| Name of Event: | Agricultural Buildings Show 2011 | | | | |
|--------------------------------------|----------------------------------|------------|---------------|---|--|
| Name of Company: (if applicable): | | | | | |
| Address: | | | | | |
| Phone: | | Fax: | | | |
| E-Mail: | | | | | |
| Name(s) | Dates of stay | | No. of nights | Board basis (breakfast or room only) | Room type (single/ double/ twin) |
| | Commencing | Departing | | | |
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| Hotel 1 st choice: | | | | | |
| Hotel 2 nd choice: | | | | | |
| Cardholders Name: | | Card Type: | | | |
| Cardholders signature: | | | | | |
| Card No: | | | | | |
| Valid from | | Valid to | | Issue No | |
| | | | | Security code | |

| OTHER INFORMATION |
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PROCESS

Please return to BGC Events Ltd:

- by fax to 0845 3081380,
- by email, scanned to enquiries@bgcevents.co.uk
- by post to 29 Irwell Close, Oakham, Rutland, LE15 6SX

Your booking and credit card details will be passed to the respective hotel, at which point a reservation will be made on your behalf. You will receive a booking confirmation from BGC Events Ltd.

BOOKING CONDITIONS

These conditions are our contractual terms with any accommodation booking. They contain important information, so please read them carefully.

1. Accommodation reservations, deposits and balances.

- No payment will be taken from your card until check out

2. Change of booking by you.

- Should you wish to change your accommodation arrangements in any way after we have accepted your booking we will endeavour to meet your wishes to the best of our ability. The respective hotel may charge a fee, of which you will be notified.

3. Cancellation by you.

- All cancellations must be confirmed in writing. If you find it necessary to cancel your booking the following cancellation charges will apply:
- Notified 56 or more days before departure Accommodation only – Loss of deposit
- Less than 56 days, as above + any cancellation fee levied by hotel (100% cancellation charge may apply if rooms cancelled within 31 days of arrival)

4. Alteration to confirmed booking by us.

- In the unlikely event that your reservation has to be changed due to circumstances out of our control, we will advise you at the earliest possible opportunity.

5. Your responsibilities.

- a) Please note that upon arrival at your hotel, you may be asked for a credit card imprint or a cash deposit to cover any additional expenses incurred during your stay.
- b) If you fail to check in at your hotel on your arrival date, please be aware that the hotel will treat this as a 'noshow' and your booking will be cancelled in full for the duration of your stay unless you inform them or ATB of your delay. No refund will be given for 'noshows' as the hotel may not be able to resell the room.
- c) Any name changes or cancellations made after the start date of your booking must be made with the hotel and you must also notify BGC Events Ltd of your changes.

6. Complaints

We hope that you have an enjoyable and trouble free stay, however should you encounter any problems, the cause for complaint must first be notified to the provider of the service (the hotel).

If your problem is not resolved to your satisfaction then you must notify BGC Events Ltd within 14 days of your return by sending your complaint to BGC Events Ltd, 29 Irwell Close, Oakham, Rutland, LE15 6SX.

Whilst we cannot accept responsibility for any shortcomings from the respective hotel, we will endeavour to negotiate a satisfactory outcome on your behalf.

Please note that all bookings and contractual arrangements are made between yourself and the respective hotel.

The event organisers have no involvement in this process or any responsibility for it.

Should you have any queries, please feel free to contact us on 01572 770352 or by email at enquiries@bgcevents.co.uk