

Royal Gold Medal and Fellowships Dinner 2009

Thursday 26 February

Florence Hall, RIBA, 66 Portland Place, London W1B 1AD

Booking Form

Contact name

Company

Address

Telephone

Mobile

E-mail

Ticket(s)

I would like to book ticket(s) @ £120.00 each plus VAT at 15% (**£138 inc VAT**).
Tables made up of 10 guests. Price includes drinks at reception and during dinner.

I enclose a **cheque** for £ (payable to RIBA Awards)

Debit my **credit card** £ Mastercard Visa Maestro/ Switch
Unfortunately we are unable to accept American Express payment

Name *(print as on card)*

Card No:

Expiry Date: Start Date: Issue No: *(Switch Only)*

Security number *(last 3 digits on the back of the card)*

Tickets are offered on a 'first come, first served' basis and will be sent directly to the contact listed above for distribution. Please include full payment with the completed form and return to Sarah Davey, Events Manager, RIBA, 66 Portland Place, London, W1B 1AD, sarah.davey@inst.riba.org or fax 020 7637 5775.

Events policy

On completion, this form represents a legally binding contract in which the following terms and conditions apply.

- Payment is required with the booking form. No places can be reserved without payment
- Cancellations must be made in writing and will be subject to a 10% administration charge, but **no refunds can be made for cancellations notified within 14 days of the event.**
- The RIBA accepts no responsibility for the views or opinions expressed by speakers or any other person at the event.
- A photographer will cover this event and the photographs may be used to publicise future RIBA events.

Data Protection Statement: The RIBA values your right to personal privacy. The information we collect about you is in order to fulfil our statutory obligations and provide you and other people with services. We aim to comply with the Data Protection principles, ensuring information is collected fairly and lawfully, is accurate, adequate, up to date and not held any longer than necessary.

We appreciate your support and would like to write to or email you from time to time to inform you of other RIBA activities and events. If you would prefer NOT to receive RIBA information please tick this box.

Any information you provide will be held by the RIBA but may be passed on to our sponsors or third parties at the discretion of the RIBA. If you would prefer we do NOT pass on your details to third parties please tick this box.

66 Portland Place
 London W1B 1AD UK
 Tel +44 (0)20 7580 5533
 Fax +44 (0)20 7255 1541
info@inst.riba.org
www.architecture.com

Public Information line
 0906 302 0400*

Registered Charity Number 210 566
 VAT Registration Number 232 351 891

*call charged at 50p per minute

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Guest Names form

Please **only** complete entries for the guests that you have purchased tickets for, other parties making a booking must complete a separate form. All names and dietary requirements must be submitted by **Monday 9 February 2009** to Sarah Davey by fax 020 7637 5775 or email events@inst.riba.org

- Please clearly write the host name (if applicable), followed by each guest name(s), their job title(s) and company name(s). This form will be used for RIBA information and help to compile the guest list for the evening.
- Please indicate any specific access, seating or dietary requirements. **The vegetarian option is available by pre-arrangement only.** Drinks are included at the reception and dinner. A cash bar will be open for guests after dinner.

Host and Guest Names				
	Name	Job Title	Company	Specific access, dietary or seating requirements
1 Host				
2				
3				
4				
5				
6				
7				
8				
9				
10				