Booking & Deposit Form

Please complete this form in **BLOCK CAPITALS** and return it to the address below with a deposit payment to secure your reservation. Please ensure that you provisionally book the correct number of places to avoid disappointment. Alternatively, you can email the completed form to [events@rau.ac.uk](mailto:events@rau.ac.uk?subject=Christmas%202018%20enquiry) and make your deposit payment separately.

For advance telephone reservations, provisional bookings will be held for seven days, after which time non-receipt of booking form and deposit will result in your booking automatically being released.

Company/Group name………………………………………………………………………………………………………………………..

Full name of organiser…………………………………………………………………………………………………………………………

Ref no. (If booked by telephone)…………………………………………………………………………………………………………

Address……………………………………………………………………………………………………………………….………………………  
……………………………………………………………………………………………….…………………………………………………………..

Postcode……………………………………………………………………………………………………………………………………………..

Email address………………………………………………………………………………………………………………………………………

Contact number…………………………………………………………………………………………………………………………………..

Date of party……………………………………………………………………………………………………………………………………….

Total number of guests……………………………………………………………………………………………………………………….

Deposit enclosed (£10pp) £…………………………………………………………………………………………………………………

**Cheques should be made payable to:**

The Royal Agricultural University (one cheque per booking please)

Payment by card: Visa or Mastercard – telephone 01285 652531

**Bank details:**

Lloyds Bank PLC Account name: Royal Agricultural University Enterprises Ltd.

14 Castle Street Sort code: 30-92-06

Cirencester Account No. 00832756

I have read the terms and conditions of booking and agree to abide by them for all guests

Signature……………………………………………………………………………………………………………………….

Date……………………………………………………………………………………………………………………….

**Completed forms should be returned to: Conference Office, Royal Agricultural University, Stroud Road, Cirencester, GL7 6JS or email:** [**mailto:events@rau.ac.uk?subject=Christmas 2018 booking**](mailto:events@rau.ac.uk?subject=Christmas%202018%20booking)**.**