ALFED
ALUMINIUM FEDERATION

ALFED Annual Dinner
Thursday 12th September 2019

Park Regis Hotel, Birmingham
160 Broad Street, Birmingham B15 1DT

Our guest speaker for the evening is Alistair Campbell

Dinner
Reception drinks: 18:30 hours
Dinner: 19:00 hours

Members' Briefing and Lunch 12.00 – 16:00 hours – see page 2

Ticket prices
A table for 10 @ £1710.00 + VAT (includes one free place) ……

…… *Individual tickets @ £190.00 + VAT (£228.00)* *ALFED Members and their guests*

Purchase Order No. (if required) ……

Once an invoice has been raised, we are happy to take payment via BACS, or we can take a credit card over the phone (Visa or Mastercard only)

Total number of dinner tickets required ……..

Guest Names		Company Name	Position with Company
First Name	Last Name		

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Members' Briefing and Lunch

Please feel free to join us for our Members' Briefing and Lunch 12.00 – 16:00 hours

No. of Places Required ……

N.B. There is no charge to attend the Members' Briefing and lunch.

Hotel Reservations

ALFED has secured a block booking of rooms at the Park Regis Hotel and it is essential that if you require accommodation that you complete and return this form to the ALFED offices.

Bed & Breakfast rate is: £110.00 + VAT (£132.00) per night (single occupancy)
£129.17 + VAT (£155.00) per night (double occupancy)

Rooms will be allocated strictly in the order in which bookings are received.

Please Note: *that rooms must only be reserved through the ALFED office – contact Melissa Beasley at* ***m_beasley@alfed.org.uk***

Reservation Guarantee

Once requested, an invoice will be sent to you for rooms.
A separate invoice can be raised for accommodation if required – please ask.
Again, please let us have a Purchase Order No. (if required) ……

Once an invoice has been raised, we are happy to take payment via BACS, or we can take a credit card over the phone (Visa or Mastercard only)

Booking Conditions

No refunds for hotel rooms and dinner bookings will be given after 5th July 2019
Any cancellations, amendments or additions must be made in writing to the Aluminium Federation
For dinner places or hotel room 'no shows', the Aluminium Federation reserves the right to charge the prices quoted as a cancellation fee.
Each guest is responsible for settling their own 'Extras' (i.e. telephone calls, room service, newspapers, bar bill, etc) on departure from the hotel.
The Aluminium Federation will not be held responsible for any bills not settled by the individual.

Please sign and date below to confirm you have read and accept the above conditions.

Signed: …….. Date: ……

Name in Block Capitals ……..

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Company Name and address: ……

……

……

Telephone: ……

Contact name and email address: ……

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Hotel rooms required

…… Single Occupancy £110.00 + VAT (£132.00) per night Bed & Breakfast

…… Double Occupancy £129.17 + VAT (£155.00) per night Bed & Breakfast

Single/ Double	Guest Names	
	First Name	Last Name