**RTPI Awards for Planning Excellence 2023 – guest booking form**

Please note we are only able to invoice organisations, not individuals. Individuals can book via our website, or over the phone and pay by debit/credit card.

**Bookers’ full name:**

**Job title:**

**Organisation:**

**Email:**

**Phone number:**

**RTPI Membership number (if applicable):**

**Guest details:**Please include details of all guests for this booking including booker if applicable.

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| --- | --- | --- | --- | --- | --- | --- |
| **First name** | **Last name** | **Job title** | **Organisation** | **Email** | **Membership no.** | **Dietary / access requirements** |
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**Ticket type:**

[ ]  **Corporate single member ticket:** £200.00 + VAT

[ ]  **Corporate single non-member ticket:** £200.00 + VAT
[ ]  **Corporate table of 10:** £1,900.00 + VAT

[ ]  **Local Authority - Member ticket:** £150.00 + VAT
[ ]  **Local Authority - Non-Member ticket:** £150.00 + VAT

**Payment method**

[ ] **Invoice**

[ ] **I accept your terms and conditions\***

**Purchase order number for invoice:**

**Address for invoice:**

**Please note, the booking confirmation and invoice will be sent to the event booker.**

**\*Terms and conditions**

**Individual bookings terms and conditions**

* Payment must be in advance using your credit or debit card or PayPal account, or within 30 days of the date of the invoice we send you
* RTPI accepts no responsibility for non-attendance at booked events
* All prices are exclusive of VAT

***Substitutions***

* Substitute guests can be named up to 5 working days before the event
* Substitutions can be made up to a day before the event with prior agreement from the event organiser

***Cancellations***

* If you need to cancel your booking your cancellation must be received, in writing, at least 28 days before the event. If payment has been made a credit will be arranged. Please see below for the appropriate charge for this administrative service based on the cost of your booking:
* 28 days before the event: FREE
* 27 days or less before the event: 100% + VAT
* 27 days or less prior to the event, your place may not be cancelled (unless expressly authorised by the event organiser), but a substitute guest can be named up to 5 working days before the event

***Important note***

* Your booking form constitutes a legally binding contract. It may be necessary for reasons beyond our control to change the content and timing of the programme, the speakers, the date or the venue.
* In the unlikely event of the programme being cancelled, we will automatically make a full refund but hereby disclaim any further liability. We shall not be liable for travel, accommodation or other costs and expenses incurred (included wasted costs and expenses) if we are required to cancel or relocate the conference as a result of an event outside our control
* If the programme takes place but you are unable to attend, whether for reasons within or beyond your control, the above conditions in relation to transfers and cancellations will apply.
* RTPI accepts no responsibility for loss occasioned to any person acting or refraining from action as a result of the information disclosed by RTPI speakers/trainers during the event.
* All bookings on our events are subject to the above terms and conditions and your acceptance of them constitutes a legally binding contract under English law. You will be deemed to have accepted the terms and conditions (a) at the time of booking if using our website or (b), for bookings made in any other way, unless we hear from you within seven days of accepting the terms and conditions.