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**The ASUC Annual General Meeting and Awards Lunch 2019**

**Friday 15th November 2019**

**Booking Form**

The Association of Specialist Underpinning Contractors is delighted to be hosting the ASUC Annual General Meeting and Awards Lunch 2019. Join us on Friday 15th November at the stunning One Moorgate Place, London to celebrate ASUC member achievements. The day will commence with a members-only AGM followed by a drinks reception and three-course lunch for all guests. Following the lunch, the awards ceremony will commence to acknowledge the success of ASUC members throughout the year.

Celebrating ASUC members’ successes and bringing together the underpinning sector, this event offers a platform to network, catch up with friends, reward your staff and even entertain clients.

Places are limited so book early by completing and returning this form to emma.brennan@asuc.org.uk.

**Contact Information**

|  |  |
| --- | --- |
| **Booking Contact Name:** |  |
| **Booking Company Name:** |  |
| **Email Address:** |  |
| **Phone Number:**  |  |

**Booking Information**

|  |  |  |
| --- | --- | --- |
|  | **Cost** | **Quantity**  |
| **Individual (ASUC member place)** | £99 +VAT |  |
| **Individual (non-member place)** | £110 +VAT  |  |
| **Table (10 places)**  | 10% discount |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Guest Name** | **Guest Company** | **Dietary Req.** | **Guest Contact Email**  | **AGM Attendance**  |
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**Payment**

An invoice will be raised in the company name listed above on receipt of this booking form and sent via email to the contact listed.

|  |  |
| --- | --- |
| **Signed:**  | **Date:**  |

**Sponsorship**

There are several sponsorship opportunities for the ASUC Awards lunch 2019. If you would like further information of available sponsorship packages please let us know by emailing emma.brennan@asuc.org.uk.

**Terms and Conditions**

1. **Substitution requests**
	1. If you are unable to attend the event, we will welcome substitute delegates attending in your place at no additional cost. For security reasons, all requests for substitutions must be received via email at least 48 hours before the event with the name, company, and contact email for both the registered and replacement delegates,
	2. Changes will only become effective on the date of written confirmation.
	3. It may not be possible to make changes to printed materials with delegate details (e.g. event brochures, delegate lists, table plans).
2. **Cancellation policy**
	1. The following cancellation charges apply:
3. 6-4 weeks’ notice: 50% refund
4. 4-0 weeks’ notice: No refund
5. Failure to attend: No refund
6. **Payment**
	1. Payment must be received in full prior to the event.
	2. If the full and cleared payment has not been received prior to the event, you will be asked to make payment on the day of the event with the on-site card machine, incurring a 5.4% surcharge.
	3. Access to the event may be refused at the organiser’s discretion for non-payment.

 **I have read and agree to the Terms & Conditions**