

Non Smoking room

Other _____

Ground floor room

Payment

On Departure

Pro forma invoice (**Cut off date : 5th September 2010**)

Please note that cheques need to be made payable to 'Telford International Centre'

Terms & Conditions

1. All extras are to be settled by the individual guest on departure unless otherwise agreed with Event Links prior to the event.
2. Credit Facilities for Group Bookings (10 rooms or more) may be offered at the discretion of the hotel. Please ask for details if you require this service.
3. Cancellations:
 - Any bookings of 9 rooms or less may be cancelled in writing up to 14 days prior to the event without charge.
 - Any bookings of 10 rooms or more will be considered a group booking – please see group terms and conditions attached.
 - All cancellations must be received in writing by Event Links by 17.30.
4. In the event of a no-show at your hotel this credit card will be charged for the full value of the booking.
5. By providing your credit card details above you agree to these terms and conditions and any charges incurred will be taken from the number provided. If this is declined Event Links will invoice post event.
6. Please note that if payment of cleared funds is not received by Eventlinks 5 days prior to the arrival date then payment will be requested on departure.
7. The Hotel reserves the right to review its annual prices from time to time and to alter prices without notice. In the event that a price change is applied to a confirmed booking, the Client shall not be entitled to terminate the contract provided such increase is in line with inflation and does not exceed 10% price specified in the contract form.

Signature:
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Title:
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Print Name:
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Date:
.....

Signed on behalf of Event Links:

Date: