



**International
Women's Day**

CITY OF LONDON INTERNATIONAL WOMEN'S DAY 2012

Booking Form Individual Attendee

Friday 9th March 2012

Champagne breakfast – 8.00am to 11.00am
at The Great Hall, Guildhall, London EC2

Title	First Name	Surname	
Contact Phone Number			
Email Address			
Access requirements			
Dietary requirements			Invoice Y N Receipt Y N

Please send a completed form and your cheque for £40 for administrative costs, made payable to City of London International Women's Day to: Samantha De Silva, Safer City Partnership, 4th floor North Wing, Guildhall, PO Box 270, London EC2P 2EJ.

Alternatively you can email your completed form to: samatha.desilva@cityoflondon.gov.uk and once you have received a response you can pay by BACS to the following bank account (**please await email with confirmation that a space is available with IWD Reference Number**):

Account number: 039 26095

Sort Code: 40-05-30

Reference: Your name and IWD Reference Number.

Booking Conditions

- We will not accept booking forms without payment and full payment must be received at least 14 days prior to the event.
- When we have accepted the booking and payment, you are liable for the relevant cancellation charge.
- We reserve the right to run the event at a different venue to the one specified, if necessary. If this is the case we will tell you as soon as possible and provide you with information about travel directions and so on.
- We reserve the right to change the detail of the event without notice. Where circumstances force us to cancel an event, our liability will be limited to refunding any fees paid for that particular event. We are not liable for any other loss incurred by you.
- If you indicate on the booking form that you have any requirements due to a disability or any other reason, we will contact you at least six weeks before the event starts to discuss your requirements.
- We do not sell, trade or rent your personal information to others. We will add your details to our database to process your booking and so that we can keep you up to date with relevant details of this event.