

Accommodation Booking Form



Birmingham Hilton Metropole Thursday 9th May 2019

We have a number of bedrooms on hold at the **Birmingham Hilton Metropole** at the preferential rates detailed below. Rooms will be allocated on a first-come first-served basis, availability and special rates cannot be guaranteed. Please complete and return this form to hayley@keystonecomms.co.uk. Once the booking has been acknowledged and processed, an invoice will be issued by FETA Ltd (BCIA).

Venue: Birmingham Hilton Metropole, Pendigo Way, National Exhibition Centre, Birmingham, B40 1PP

Date: Thursday 9th May 2019

Room Type: Single B&B Occupancy

Rate: £158.00 +VAT

Number of rooms required Total cost £..... +VAT

Booking Contact Details:

Full Name:	
Position:	
Company Name:	
Telephone Number:	
Email Address:	

Invoicing Details:

Please detail the address to which the invoice should be sent

Address Line 1:			
Address Line 2:			
Town/City:			
County:			
Postcode:		Country:	
Telephone Number:			
Email (to send invoice):			
A/C Contact:			
A/C Email:			

Please provide us with a PO number to cover this booking:

Purchase Order No:			
Signature:		Date:	

Booking and Payment Terms:

1. Our standard payment terms are 30 days, however in all cases payment must be made prior to the event and any late payment will incur a 10% surcharge.
2. Cancellations will be accepted up to one month prior to the event, in writing, without penalty.
3. Cancellations between 15-28 days prior to the event will be charged 50% of the total invoice without exception.
4. Cancellations up to 14 days before the event will be liable for 100% of the cost without exception.

Your completion of this form constitutes an acceptance of the above cancellation charges.