

# Booking Form

## DBA Design Effectiveness Awards 2017 Ceremony

Complete form in BLOCK CAPITALS and return with payment to Holly Clarke, Programmes Coordinator:

**Email**  
bookings@dba.org.uk

**Telephone**  
020 7251 9229

**Post**  
DBA Awards  
Ceremony Bookings  
35-39 Old Street  
London EC1V 9HX

You can buy any number of single tickets or a table of 10 or 12.

**Premium tables** receive an additional 3 complimentary bottles of Champagne, 3 additional bottles of wine and a premium positioning in the awards room.

**Date**  
Wednesday 1 March 2017

**Venue**  
The Brewery  
52 Chiswell Street  
London EC1Y 4SD

Ticket Type	Standard Price	No. of Tickets	DBA Member Price	No. of Tickets
Early Booking	£300+vat ( <b>£360</b> )		£230+vat ( <b>£276</b> )	
Standard	£340+vat ( <b>£408</b> )		£260+vat ( <b>£312</b> )	
Early Table	10 seats £3000+vat ( <b>£3600</b> ) 12 seats £3600+vat ( <b>£4320</b> )		10 seats £2300+vat ( <b>£2760</b> ) 12 seats £2760+vat ( <b>£3312</b> )	
Standard Table	10 seats £3400+vat ( <b>£4080</b> ) 12 seats £4080+vat ( <b>£4896</b> )		10 seats £2600+vat ( <b>£3120</b> ) 12 seats £3120+vat ( <b>£3744</b> )	
Premium Table Early Booking	10 seats £3500+vat ( <b>£4200</b> ) 12 seats £4100+vat ( <b>£4920</b> )		10 seats £2800+vat ( <b>£3360</b> ) 12 seats £3260+vat ( <b>£3912</b> )	
Premium Table Standard Booking	10 seats £3900+vat ( <b>£4680</b> ) 12 seats £4580+vat ( <b>£5496</b> )		10 seats £3100+vat ( <b>£3720</b> ) 12 seats £3620+vat ( <b>£4344</b> )	

**Contact Name\***

**Position**

**Company**

**Address**

**Telephone**

**Email**

**I am paying by:**

**Cheque** £

**Payment Card** £

**Card Type** Mastercard / Visa / Electron / Visa Debit\* (\*delete as appropriate)

**Card Number**

**Issue Number** Expiry Date

**Name on card** Security Number

**Signature**

Once a booking has been accepted, refunds cannot be made and tickets cannot be transferred to another event. By completing this form you agree to the DBA's full Terms & Conditions of booking overleaf.

**Early booking prices are only valid for booking forms received by 5pm 2 December 2016. Any late bookings, made after the 15 February 2017, will be charged an additional 10% on above rates.**

\*NB this is the person who will be responsible for all the administration of your table booking including submitting guest names, dietary requirements and distributing tickets.

**dba**

---

# DBA Events Terms and Conditions

---

## Definitions

### 'DBA'

means the Design Business Association.

### 'Delegate'

means any individual, firm or company, which makes the booking with the DBA.

### 'Event'

means the relevant DBA training course or DBA event that the Delegate is booking.

---

## 1. Allocation

Event places for Delegates are allocated on a first-come first-served basis.

---

## 2. Booking

- 2.1 Places can only be confirmed when the DBA receives a completed booking form along with full payment of the Event fee. Once payment has been received a confirmation of booking will be issued.
- 2.2 The DBA reserves the right to reject a booking application at its complete discretion.
- 2.3 Prices may be subject to change at any time prior to confirmation of booking.
- 2.4 A contract will be formed upon the acceptance by the DBA of a booking form.

---

## 3. Payment

- 3.1 Payment is only accepted by credit/debit card or cheque (made payable to 'Design Business Association') and must be received in full in advance of the Event date. We do not accept American Express.
- 3.2 Once a booking has been confirmed, the DBA are unable to provide refunds in any circumstances save where the Event is cancelled in which case either a full refund will be made or the booking will be transferred to an alternative Event.
- 3.3 If an Event is rescheduled by the DBA and a Delegate is unable to attend then the booking may be transferred to an alternative Event of equal value.

---

## 4. Substitutions

- 4.1 Should a Delegate be unable to attend the Event, a colleague can be sent in his/her place. If the Delegate or colleague do not attend for any reason then a copy of all notes and papers handed out at the Event will be sent to the Delegate. The course fee is non-refundable in any circumstances.
- 4.2 The DBA reserves the right to reschedule, postpone, cancel, modify or change any aspect or part of the Event and will endeavour to inform all Delegates as soon as is practicable should this be necessary. If a speaker booked for an Event is unable to attend for any reason then the DBA reserves the right to arrange for another speaker who in the opinion of the DBA has the relevant experience.

---

## 5. Responsibility

The Delegate accepts full responsibility for the behaviour and conduct of all those present from the Delegate's party.

---

## 6. Liability

- 6.1 The DBA will not be responsible for loss or damage to personal property by theft or otherwise during the Event.
- 6.2 The DBA shall not be liable for any loss, damage, injury or expense incurred or suffered by a Delegate through attendance at the Event and which is due to circumstances outside the control of the DBA.
- 6.3 Nothing shall exclude or limit the liability of the DBA for death or personal injury arising as a result of its negligence.
- 6.4 The sole responsibility of the DBA is to ensure that an Event is conducted by person(s) with the relevant experience and the DBA accepts no responsibility or liability for the content of an Event (including all papers and materials that may be distributed to Delegates). Any opinions expressed at an Event by the speaker are those of the speaker and not the DBA.
- 6.5 To the extent permitted by law the liability of the DBA and tutor/speaker in respect of any claims arising out of the Event shall be limited to the amount of fee paid by the Delegate to attend the Event.