

Booking Form for London IBM Retirees Club Event

Member Information (in capital letters)

Member Name:		Member Number:	
Postal Address:			Postcode:
E-Mail Address:		Phone Number:	
Disability Assistance required for member or guest (please circle):		YES / NO	

Booking Details

Name of Event:			
Number of Tickets/Places:		Amount £	
Please indicate your payment method:-			
If paying by cheque , please enter the cheque number:			
If paying online , please enter the letters BACS:			

Additional Information – please complete if requested in the Event Information

Guest's Name:			
Dietary Requirements:			
If there are multiple dates or multiple start times for this event, please indicate your preferred date or start time (or "any" if you have no preference):			

IMPORTANT NOTES:

The "Member Number" could be your IBM Personnel or LIRC Club Number.

If paying by cheque:

Your cheque should be made payable to **IBM Retired Employees' Club**. Alternatively, you can abbreviate to **IBM Ret Emp Club** (it should NOT be made payable to the London IBM Retiree Club). A separate cheque is required for each event.

If paying online:

The event sponsor will send you an email with payment instructions which will include our bank details and what reference to use (after the event sponsor has received your online booking or printed booking form). Payment is normally required within 72 hours of this email being sent to you unless the payment instructions include a cut-off date by which payment must be made.

Please post this booking form and your cheque (if paying by cheque) to the event sponsor. If you are able to include a stamped addressed envelope (which should be a minimum of 9"x 4½" or 220mm x 110mm) this would be very helpful. The tickets and/or an information sheet will be posted to you prior to the date of the event.

If you or your guest is registered disabled or a Blue Badge holder and requires additional help, (for example, wheelchair access), please specify on the back of this sheet and we will pass this on to the venue.

The cut-off for bookings will be when all tickets are sold or when all places are taken. Alternatively, if there is a cut-off date for bookings, this will be included in the Event Information.

The following can also be found in the **Event Information:**

The name of the event and the cost of each ticket (or place).

The name and address of the LIRC committee member who is running this event (the event sponsor).