

# BOOKING FORM

<b>Event</b>	In Small Supply - Event for Smaller Housing Providers
<b>Date / time</b>	22 May 2014 (10am to 4pm)
<b>Location</b>	Regent Street, London
<b>Cost</b>	£99 plus VAT per delegate
<b>Name: Delegate 1</b>	
<b>Job / role title</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Email</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>Special requirements (Disability, diet, etc.)</b>	
<b>Name: Delegate 2</b>	
<b>Job / role title</b>	
<b>Email</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>Special requirements (Disability, diet, etc.)</b>	
<b>Purchase order no.</b>	
<b>Name: Authorisation</b>	
<b>Job title</b>	

Please email your completed booking form (with purchase order if required) to [acuity@arap.co.uk](mailto:acuity@arap.co.uk)



### General

- This booking is subject to Acuity's Terms and Conditions as set out below.
- This event is available to all staff and Board members of smaller housing providers.
- Please keep a copy of the booking form for your records.
- Acuity only accepts responsibility for accident, injury, or loss suffered whilst attending this event, if it is directly due to negligence on our part.
- Attendees are responsible for taking care of their own property (including cars and motor vehicles) whilst at, or travelling to and from the event.
- Acuity accepts no responsibility for any loss incurred whilst using material or information gained at this event.
- Acuity reserves the right to change the programme, or cancel the event due to unforeseen circumstances.

### Payment

- Cheques should be made payable to Acuity Research & Practice Ltd.
- BACS Payments to Acuity Research & Practice Ltd, Sort code 08-92-99, a/c 69286276  
Please email the remittance advice to [acuity@arap.co.uk](mailto:acuity@arap.co.uk)

### Cancellation policy

- All cancellations must be made in writing and reach us at least ten working days before the event. In the event of cancellation an administration fee of £25 will be charged. If we receive notification after this date or a delegate fails to turn up to an event, the full fee will be payable.
- If a named attendee has to cancel, you may nominate a named replacement.

### Acuity right to cancel

- We aim to make sure that the events run as planned. However, there may be times when, due to circumstances beyond our control, we have to cancel the event. Should this be the case we will give you as much notice as possible.
- If you have already paid for the cancelled event we will give you a full refund. Should we run the event again, we will give you priority. We are unable to reimburse any expenses incurred.

### Copyright

- The copyright of all materials produced for, or, at this event rests with Acuity Ltd, the speaker, or the author of the material.

### Data protection

- Personal data is gathered in accordance with the Data Protection Act 1998. Any relevant data supplied by you will be held on our database and may be used to keep you informed of our products and services through written or electronic communication.

### Quality

- We aim to provide good quality events, facilitated by experienced practitioners, in accessible and comfortable venues. If you are dissatisfied with an event contact us to discuss your concerns.