**HQR Summer Ball Table Booking Form 2025**

*A black and gold logo

Description automatically generated*

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| **1. Booking Details** | | |
| We would like to book |  | Table(s) to the HQR Summer Ball  2025 at a cost of £4,000 per table |
| Total amount payable | £ | |

|  |  |
| --- | --- |
| **2. Company Details** (NB. the company name you provide, will be used on all event literature in its form noted below) | |
| Company Name |  |
| Telephone Number |  |
| Contact Email Address |  |
| Postal Address |  |
| Contact email address for event correspondence |  |
| Contact name for event correspondence |  |

|  |  |  |
| --- | --- | --- |
| **3. Payment Details** | | |
| Payment Option  (please circle) | Card Payment\* | Invoice For payment within 14 days |
| *Card Payment\** | *If card payment has been selected above, a payment link will be issued via Sum Up to the email address you provide below. Upon receipt of successful payment, a receipt will be issued by HQR for your records.* | |
| Email address for issue of payment link (if paying by card) |  | |

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| --- | --- | --- | --- |
| **4. Confirmation of Booking** | | | |
| **We wish to confirm our booking as set out above and have read and accept the terms and conditions of booking detailed overleaf** | | | |
| Signed |  | Date |  |
| Name, Position & Company |  | | |

*Once complete, please email and return this booking form to Kelly Gower, HQR London Event Organiser:* [*Kelly.Gower@HQRLondon.co.uk*](mailto:Kelly.Gower@HQRLondon.co.uk)*. Your table will be confirmed upon receipt of payment either via card or BACS transfer.*

**HQR London Summer Ball 2025**

**Terms & Conditions of Booking**

Definitions:

* “HQR” means The HQR London Charitable Incorporated Organisation
* “Customer” means any individual, firm or corporate body who makes a booking with HQR
* “Event” means the event which is the subject of this booking agreement form

All bookings accepted are made subject to the following terms and conditions and no addition to or variation of such terms and conditions shall be binding unless agreed by HQR and the Customer in writing. For the removal of any doubt, the placing of a booking with HQR shall constitute acceptance of such terms and conditions.

Terms & Conditions of Booking

Bookings will be regarded as confirmed upon receipt of a signed, completed booking form.

Payment is required at the time of booking via credit card or BACS Transfer.

Where purchasing multiple tables, these will be split evenly around the room to ensure event distribution of companies and disciplines whereby maximising the networking opportunities. Only written requests no later than 30 days before the event will be considered if company tables are to be situated next to each other.

For catering purposes, specific dietary requirements should be advised no later than 14 working days prior to the Event date. Dietary requirements provided after this time cannot be guaranteed by the venue.

The Customer shall be liable for any costs incurred in repairing any damage to the premises or its contents provided for the Event, including glass or furniture breakages caused by the Customer or its employees or guests.

HQR guests will have the use of a secure cloakroom at this event. We therefore will not accept responsibility for items lost or stolen during the course of the event.

In the event that the Customer shall be dissatisfied with, or have any complaint against, HQR under the agreement, the Customer must notify HQR in writing of the dissatisfaction or complaint within seven days of the Event.

Cancellation by the Customer

All cancellations made by the Customer must be made in writing to HQR London at the correspondence address stated; however, no refunds will be available.

HQR is a non-profit making Charitable Incorporated Organisation, registration number 1171098.