

Call 0161 705 4304 or email [babcp@babcp.com](mailto:babcp@babcp.com) to book in your event with BABCP Administrators  
 This form must be completed fully prior to any event publicity.

<b>Branch</b>	[1]	[2]
<b>Contact Details</b>		
These details are for BABCP office use only		
	Tel	Tel
<b>Email addresses</b>		

<b>Event Title</b>	
<b>Date[s]</b>	
<p><b>Timing</b>  <i>Please provide programme giving details of time for registration, actual start and finish times, and refreshment breaks.</i></p> <p><i>We will ideally circulate the programme when acknowledging the booking – so we need name and details of speakers and title of their contribution with timings.</i></p>	<p><b>Registration</b>  <b>Start</b>  <b>Lunch</b>  <b>Restart</b>  <b>Finish</b>  <b>Evening Reception????</b></p>
<p><b>Venue</b>  <i>Include Actual Location, i.e. Name or Number of Room[s] being used, full address of premises including postcode</i></p> <p><i>Include Venue Contact nam, Telephone number and email address.</i></p> <p><i>Indicate whether Venue has Website and include that address if appropriate.</i></p>	
<p><b>Disabled Access</b>  <i>Indicate wheelchair and visually impaired access arrangements, and also indicate if audio loop system available for hearing impaired.</i></p>	

<b>Maximum Number of Delegates</b>	
Consider the size of the venue and make allowances for Speakers, Helpers, etc.	

## Event Fees

	Single day 1	Single day 2	Combined 2 days
BABCP member			
Non member			
Student/unwaged			

**Transport Arrangements: Give as much information as possible about transport options to the venue. This information will be circulated to delegates when acknowledging their booking.**

<p><b>By Car</b>  <i>Provide location map of venue showing main arterial routes and increased scale map indicating venue, and clearly mark available Car Parking, and other Car Parking Options.</i></p>	
<p><b>By Bus</b>  <i>Include numbers of local bus routes and telephone number of Timetable Information Office.</i></p>	
<p><b>By Rail</b>  <i>Include nearest mainline and local rail stations, and also average taxi fair from nearest station. Include telephone numbers of Timetable Information Office.</i></p>	
<p><b>By Air</b>  <i>Include nearest Airport, and give information about links to nearest Rail station and Taxi fairs from Airport</i></p>	

## Accommodation:

<p><b>Are you able to make recommendations for Hotel Accommodation. If so please give name of Hotel[s] and telephone number[s]</b></p>	
<p><b>If not – please give Address and Telephone Number of Local Tourist Information office</b></p>	