



### 3. METHOD OF PAYMENT

Please enter the total amount due below, then tick the box of your chosen method of payment and enter any details requested in that section.

TOTAL AMOUNT £ \_\_\_\_\_

**Cheque**

Please make cheques payable to **Automobile Association Developments Ltd** and enclose with this form. Please ensure you write the name and number of your establishment and AA AWARDS 2009 on the back of the cheque.

**BACS**

Please transfer the total amount quoting your establishment number (or 'AA Awards' if you don't have one) as your reference.

HSBC, Poultry & Princes Street Branch    Sort Code: 40 05 30    Account Number: 12233053

**Credit/Debit Card Payment**

Visa

MasterCard

Maestro

Card holder's name \_\_\_\_\_

Card number

Expiry date   /

**Invoice Request**

Please send an invoice for the total amount to the name and address in section 1 (Personal Details). Payment is to be made on receipt of invoice. If the invoice needs to be directed elsewhere, please provide details here:

Name \_\_\_\_\_ Establishment \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### Please return this form to:

AA Hospitality Awards, 14<sup>th</sup> Floor, Fanum House, Basing View, Basingstoke RG21 4EA

#### Terms and Conditions

All information including Booking Request instructions form part of these terms and conditions. All booking request forms must be received by the AA by or on 18 September 2009. Booking request forms received by the AA on or before 17 July 2009 are eligible for the early bird booking discount. Booking request forms received after 17 July 2009 will be booked under the standard offer and fees as specified in section 2b). Upon receipt and acceptance of your booking request form and full clearance of your payment, the AA will issue your formal invitation tickets which permit attendance of one guest per ticket. Tickets are subject to availability and shall be issued on a first come first served basis. The AA will allocate tables and seating at its sole discretion. Subject to any express provisions to the contrary ticket fees shall be non-refundable by the AA. On written notification by you that a guest is unable to attend, the AA shall be entitled but not obliged to re-allocate and sell the absentee guest ticket(s) in which case you will be entitled to a refund. Tickets are transferable: the AA must be notified in writing of the names of the transferee guests as soon as possible, in any event no later than 18 September 2009. Events may occur that render the event impossible due to reasons beyond the reasonable control of the AA and accordingly the AA may at its sole discretion re-schedule the date and/or venue or provide a refund and you agree that no liability shall attach to the AA as a result.

For further information on AA awards, please call 01256 494974 or email Awards@theAA.com.

**The information we hold about you will be used for the purposes of administering and providing the Hospitality Awards Event and for identification and fraud / loss prevention purposes. The AA Group would like to keep you up to date by mail or telephone about other products and services provided by us.**

**If you DO NOT wish to hear about such products and services, please tick this box**

**We may share your details with our business partners for this purpose. For more details about how we use your information please see the 'Using your Personal Information' section of our terms and conditions (which can be found on our website at [www.theAA.com](http://www.theAA.com)) or write to the Data Protection Compliance Manager at the Automobile Association, Fanum House, Basing View, Basingstoke, RG21 4EA, who can also provide you with a list of the companies within the AA group.**



RECOGNISING EXCELLENCE