



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

Branch/SIG Name:		
Branch contact names	[1]	[2]
Contact Details		
These details are for BABCP office use only		
	Tel	Tel
Email addresses		

Event Title	
Date[s]	
Last Registrations: please provide a cut off date for accepting registrations	
Timing <i>Please provide programme giving details of time for registration, actual start and finish times, and refreshment breaks.</i>	Registration Start Lunch Restart Finish Evening Reception????
Venue <i>Include Actual Location, i.e. Name or Number of Room[s] being used, full address of premises including postcode</i> <i>Include Venue Contact name, Telephone number and email address.</i> <i>Indicate whether Venue has Website and include that address if appropriate.</i>	
Disabled Access <i>Indicate wheelchair and visually impaired access arrangements, and also indicate if audio loop system available for hearing impaired.</i>	

Maximum Delegates Consider size of the venue and make allowances for Speakers, Helpers, etc.		Minimum Delegates required for event to go ahead	
Places assigned to committee members		Are these Included in delegates maximum number or in addition?	
Costings – Please indicate Venue and speaker fees	Venue Fees		
	Speaker Fee		

Registration Fees

	Single day 1	Single day 2	Combined 2 days
BABCP member			
Non member			
Concessions?			
Committee Members			

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.

By Car <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>	
By Bus <i>Include numbers of local bus routes and telephone number of Timetable Information Office.</i>	
By Rail <i>Include nearest mainline and local rail stations, and also average taxi fair from nearest station. Include telephone numbers of Timetable Information Office.</i>	
By Air <i>Include nearest Airport, and give information about links to nearest Rail station and Taxi fairs from Airport</i>	

Accommodation:

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

Received Date		Approved Date	
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Signature