



CITY CHARITY GOLF CHALLENGE 2008



Friday 5th September 2008 – West Essex Golf Club, Sewardstonebury, Chingford, London E4 7QL

BOOKING FORM

Name

Company

Address

.....

.....

Postcode Tel Work. Tel Mobile.

E-mail Fax

Signed

Team Captain

I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THIS BOOKING OVERLEAF AND AGREE TO BE BOUND BY THEM.

SIGNED

Please reserve Golf Team (s) @ £1,000 plus vat per team
4 Golfers make up 1 Golf Team

Please reserve Golf Buggy (s) @ £30.00 plus vat per Buggy
*Please note that the Golf Buggies are booked on a first come first served basis.
Each Buggy holds two players and there are 20 available*

All teams who are fully paid up by 30th April 2008 are entitled to join in the complimentary Cava and Canapés launch at City Limits on Thursday 1st May 2008

Please send me an invoice for the sum of £ plus vat

Please find a cheque enclosed for the sum of £ plus vat

Cheques should be made payable to **'Eve Management Ltd'**

BACS Details:

BACS Reference: City Charity Golf Challenge 2008

Account Name: Eve Management Ltd

Account Number: 5158 8737

Sort Code: 40 07 07

Supporting



Helen Rollason Heal Cancer Charity Registered Charity No. 1052861



Haven House Charity Registered Charity No. 10044295

PLEASE FAX YOUR COMPLETED FORM TO 020 7637 0083 OR POST YOUR BOOKING FORM & CHEQUE TO:

City Charity Golf Challenge 2008

c/o Eve Management, 11-13 Charlotte Street, London, W1T 1RH

An invoice and confirmation email/letter will be sent to you on receipt of your booking form.

For further information please contact

Eve Management on 020 7637 4844 or email info@evemanagement.com

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Terms & Conditions

Booking

Places at the Event are subject to availability and will be allocated on a first come first served basis. No booking will be made until Eve Management (Eve) has received a signed Event Booking Form from the Client, accepting these conditions and Eve has issued a written confirmation of booking. Bookings made by phone or any other method without Eve having first received a signed Event Booking Form will be provisional only and will be held for 24 hours provided a signed Event Booking Form is received by Eve within that 24 hour period, after which, places will be subject to availability at the time of receipt of the Event Booking Form. Tickets will be sent by first class post unless special delivery is requested at an additional cost of £5.

Payment Terms

Payment will only be accepted by cheque, postal order, or payment directly into the Eve bank account. If payment is not received with the signed Event Booking Form, an invoice will be issued for payment. The payment terms in the table below must be strictly adhered to, otherwise the booking may be cancelled and the tickets resold at the sole discretion of Eve.

Booking made (days prior to the Event)	Full Payment to be made
29+	Within 14 days of invoice date
28-15	Within 7 days of invoice date
14 -8	By return from the date of the invoice
7-0	Immediately with authorised credit card details taken as security for payment

Eve reserves the right not to despatch the tickets for the Event until full payment has been received.

Cancellations

All cancellations and amendments must be confirmed to Eve in writing. In the event that the Client cancels a booking or reduces the number of tickets required, cancellation fees will be charged on the basis of the total value of the number of places cancelled as set out below. If the Client cancels after it has paid for its tickets, the refund (where applicable) will be made by the same method and to the same account used for the original payment:

Period of notice given before Event:	Cancellation Fee:
61 – 90 days	25%
31 – 60 days	50%
30 – 0 days	100%

Alterations

In the event that the West Essex Golf Club postpones or cancels the Event (except as a consequence of events or actions out of West Essex Golf Club's reasonable control), the Client shall be given the opportunity to cancel their booking (where appropriate) and a full refund will be given. In the event of a material change to what has been included in the promotional materials for the Event, West Essex Golf Club shall use its reasonable endeavours to make alternative arrangements of at least an equal standard to that advertised in the promotional materials. No refunds shall be payable in such cases.

Damage

The Client is responsible for any and all loss or damage, expense or other liability caused by the Client or the Client's guests at the Event, and for ensuring their appropriate behaviour and dress. In the event that the West Essex Golf Club suffers any loss, damage, expense and/or other liability as a result of the Client's default, the Client shall pay to West Essex Golf Club forthwith on demand the amount required to remedy the situation and to put the West Essex Golf Club in the position it would have been in had the same not occurred.

Non transferability

All tickets sold to the Event are strictly non-transferable and the Client agrees that it and its guests will not sell, advertise for sale, or otherwise transfer the tickets without the prior written consent of Eve.

The Contract

All terms contained in these Conditions are subject to English Law and jurisdiction. The contract becomes effective on the issue of a 'Confirmation of Booking' by Eve .