

ARDL

ARDL ANNUAL DINNER 2017
FRIDAY 30 JUNE 2017
BOOKING TERMS AND CONDITIONS

1 Booking arrangements

- 1.1 Applications for places/tables should be made on the attached booking form and sent to ARDL@kingsleynapley.co.uk between **Monday 27 February 2017** and **Friday 3 March 2017**.
 - 1.1.1 Forms sent before this deadline will not be considered and nor will they be returned;
 - 1.1.2 Forms sent after the deadline will be considered and the timetable below altered and notified to the booking guest accordingly.
- 1.2 Bookings must be made on the attached completed booking form and must be made by email to the above address.
- 1.3 Places will be allocated on a first come first served basis.
- 1.4 A reserve list will be kept and tables/place(s) reallocated on a first come first served basis.
- 1.5 Confirmation of successful reservation of a table/place(s) and an invoice will be sent by email to the main contact identified on the booking form on or before **Friday 3 March 2017**.
- 1.6 The names of guests, notification of whether they are ARDL members and dietary requirements must be provided to ARDL@kingsleynapley.co.uk on or before **Friday 17 March 2017**.
- 1.7 Payment in full is required by **Friday 31 March 2017** by cheque made payable to 'ARDL' and sent to Lauren Downham/Rachel Graham, Kingsley Napley LLP, 14 St Johns Lane, London, EC1M 4AJ.
- 1.8 Tickets will be issued to the main contact identified on your booking form, nearer to the date of the Dinner.

2 Tickets

- 2.1 Tables seat 12.

- 2.2 Bookings can be requested for either a whole table or for individual/smaller group tickets.
- 2.3 Please indicate on the booking form if you wish to reserve either a table or an individual place.

3 Guests

- 3.1 The person in whose name the table is booked must be an ARDL member.

4 Cost

- 4.1 The cost per attendee, whether an ARDL member or not, is **£150**

5 Cancellations

- 5.1 Cancellations notified to ARDL@kingsleynapley.co.uk more than 6 weeks in advance of the dinner (**Friday 26 May 2017**) can be made without penalty and if payment has been made, a full refund will be provided.
- 5.2 Refunds for cancellations made fewer than 6 weeks in advance of the dinner may result in some or all of the monies paid being forfeit. ARDL will do all that it can to reallocate the table/place and where it does so, a full refund will be payable.

Any failure to comply with these terms and conditions may mean that the reservation is cancelled.