

Event Booking Form



Event Location:
Date/s of Event:
Time/s of Event:

Contact Details	Name of person booking:
	Position:
	Phone number:
	Email address:

Event Title:
 Desired Outcomes:	
1)
2)
3)

Event Content Outline <i>(to be completed by Illustrator):</i>

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Not so small print – Please read before signing.

Payment:

A refundable deposit of 20% must be made within 14 days of booking confirmation.

Full payment must be made 30 days in advance of the event.

If payment is not received within the above timescales the event will be cancelled and may be subject to cancellation fees.

Booking Changes:

Any changes to the agreed event must be requested 60 days in advance. Any requests for date changes will be considered but cannot be guaranteed due to other bookings and workload.

Major changes to the event programme may lead to cancellation and be subject to cancellation fees.

Cancellations:

If the event is cancelled 60 days+ in advance of the event there will be no charge.

If the event is cancelled within 30-60 days of the event date there will be a charge of 50% of the gross total fee.

If the event is cancelled within less than 30 days of the event date the full gross amount will be charged.

If you're happy with the above terms and conditions please complete the following:

Event Booking Authorised by:	
Position:
Signed:
Date:

Illustrator Signature:	
Date: