



[www.anvil.org](http://www.anvil.org)

## Event Booking Form

### Customer Details

Contact Name	
Company Name	
Company/Invoice Address	

### Event Details

Start Date	Start Time		
End Date	End Time		
Number of Days (or part days)			
Rate per day	Event Fee		
Event Title			
Location			

The Anvil Organisation Ltd. shall render it's invoice on completion of the event. Invoice terms are 30 days from the invoice date. Non payment interest shall apply, after the 30 days grace period, in the normal way.

**The following cancellation fees shall apply once the booking form has been completed and signed dependant on the number of days notice before the start of the event.**

5 working days or less	100% of event fee (+VAT)
From 6 to 10 working days	50% of event fee (+VAT)
Greater than 10 working days	5% of event fee (+VAT)

Irrespective of notice period, if The Anvil Organisation Ltd incurs costs in cancelling directly related bookings (rail fares, hotels etc.) then these costs will be payable as part of the cancellation fee. Please note that the above fees shall become payable immediately on cancellation of the booking. Non payment interest shall apply after 30 days in the normal way. If the Anvil Organisation Ltd accepts a booking from the same customer for the period cancelled, then a credit note shall be issued for the event fee part only. The balance of the invoice shall remain payable. Please note that for a training event, the requirements of the "Anvil Organisation Ltd. Memorandum of Terms and Conditions for Training Services" also apply.

Name	
Date	
Title/Position	
Signature	

