



# THE CHIEF FIRE OFFICERS' ASSOCIATION

The professional voice of the UK fire and rescue service

## Members Spring Conference

21<sup>st</sup> – 22<sup>nd</sup> April 2010  
The Marriott Hotel, Leeds LS1 6ET

### Booking Form

Name:

Position:

Organisation:

Contact No:

Email:

Address:

Special Requirements: Please detail any special requirements you have to include dietary and access etc.

Please select your options below.

#### Requirements:

please tick

#### Spring Conference Package: £205.00 + 17.5% VAT (includes the following)

Conference sessions Wednesday 21<sup>st</sup> April (afternoon)

Thursday 22<sup>nd</sup> April

Dinner on evening of Wednesday 21<sup>st</sup> April

Accommodation on evening of Wednesday 21<sup>st</sup> April

#### One Day Attendance option: £75.00 + 17.5% VAT

Day attendance on: Wednesday 21<sup>st</sup> April (afternoon) @ £75.00 + VAT

Day attendance on: Thursday 22<sup>nd</sup> April @ £75.00 + VAT



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Please supply a purchase order number (for invoice) with booking.

Please ensure your PO number is made out to **CFOA (Services Ltd)**.

PO No.:

Please return your completed booking form to:

**Events Team**

**The Chief Fire Officers Association  
9-11 Pebble Close  
Amington, Tamworth  
Staffordshire  
B77 4RD**

**Telephone: 01827 302301  
Fax: 01827 302399  
E-Mail: [events@cfoa.org.uk](mailto:events@cfoa.org.uk)**

I have read and accept the cancellation charges on this form.

*Delegates Signature*

**Cancellation Charges:**

**Please note that CFOA (Services) Ltd is responsible for venue cancellation charges and as a consequence must apply cancellation charges as follows:**

**Cancellation within 28 days of the event – 100% of accommodation costs.**

**Cancellation within 7 days of the event – 100% of delegate fees (including accommodation costs)**

**Cancellation must be in writing or via e-mail. Delegate places are transferable.**



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## Credit Card Payments

### Required details

Card type VISA/MasterCard etc (we cannot accept American Express AMEX)

Card number

3 digit security code  
(back of card)

Start date  Expiry date

Issue (if applicable)

Name of Cardholder \_\_\_\_\_

Address of cardholder \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

**Note: A receipted invoice and credit card receipt will be sent to the cardholder**