

CHRISTMAS LUNCHEON



2009



We look forward to welcoming you to Old Billingsgate Market on 16 December 2009. The Council of the *ALMR* would like to express their gratitude to sponsors Scottish & Newcastle, Britvic Soft Drinks, Freixenet and Torex for their continued support of the *ALMR* Christmas Luncheon.

The Event

12.00pm	Drinks Reception
13.00pm	Three Course Luncheon
15.30pm	Guest Speaker
16.00pm	Cash bar and then on to well known city venues

WEDNESDAY 16 DECEMBER 2009

Old Billingsgate Market, Lower Thames Street, London EC3R 6DX

Payments, Cancellations & Refunds

Payments will be refunded (less any credit card charges) provided that cancellations are received in writing by 15 November, 2009. The ALMR reserves the right to withdraw a booking should payment not be received within 30 days of invoice date. Outstanding invoices must be settled before bookings are confirmed.

Guest Lists, Invitations & Bookings

An invoice will be issued upon receipt of the booking form. It is essential you provide a contact name and e-mail address on the booking form so that we are able to confirm the status of your booking and later send the badges. Upon receipt of a completed booking form we will send you a confirmation email. Your booking is not guaranteed until you receive this email.

The guest-list booklet of those attending will be available on the day. It is therefore essential that details of you and your guests are confirmed as soon as they are known. **The deadline for this information is the 15 November 2009.** Badges will be posted to you beforehand. Hosts are responsible for distributing badges to their guests because these will also act as entry tickets.

Tables on the ground floor will be allocated on a strict "first come first served" basis and balcony tables will be advised at the time of confirmation.

Name of company: (This will be the table name in the guest booklet)

I wish to book the following tickets;

_____ individual place(s) @ £149.00 plus VAT

_____ table(s) of ten @ £1490.00 plus VAT

I would prefer my tables sited _____ together or _____ separately

CREDIT CARD DETAILS

Name on the card.....
Card Number.....
Start date.....

Billing Address:

(all cards accepted except Solo)

Expiry Date.....
Issue Number.....
3 digit security code.....

Correspondence Address:

(for badges prior to the event—if different)

Signed

Email Address

(Only ALMR email acknowledgement confirms booking)

Name

Date

WEDNESDAY 16 DECEMBER 2009

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Guest List

Name of company:

(This will be the table name in the guest booklet)

The following (**CAPITALS PLEASE**) are confirmed as being on our table at this luncheon:

	First name	Surname	Position	Company
1
2
3
4
5
6
7
8
9
10

Please advise any special dietary requirements

Signed

Name (capitals)

Date

Contact telephone

Please duplicate as necessary for multiple tables and return no later than
15 November 2009

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E-MAIL – msteinhofel@almr.org.uk