

## Delegate booking form LGA culture, tourism and sport conference & exhibition 21 - 22 March 2007

Please copy this form if you are sending more than one delegate. **PLEASE COMPLETE IN BLOCK CAPITALS**

**Registration** Please complete, sign and return by fax or post to: The LGA Conference Department, Local Government House, Smith Square, London SW1P 3HZ Tel: 020 7664 3131 Fax: 020 7863 9158 Email: info@lga.gov.uk

**Confirmation** Your conference place will be confirmed *by email to the contact below, or, if there is no contact name stated, direct to the delegate e-mail address.*

**Accommodation must be booked separately – please complete Accommodation Booking Form.**

**Cancellation** It will not be possible to return fees if notification of cancellation is received after **7 March 2007**. Any bookings received and subsequently cancelled after this date will be subject to the full conference fee. Substitute delegates are welcome. Please note, name change/cancellation etc. must be in writing or by fax.

**Note** it may be necessary for reasons beyond the control of the LGA to change the content and timing of the programme, the speakers or the venue. Please be advised that the LGA cannot be held responsible for any travel costs incurred should a conference be postponed or cancelled.

Name of Organisation:

Payment: Rate per delegate (please tick as appropriate)

Address to which delegate packs should be sent:

**LGA Member Rate**  
£350.00 plus £61.25 VAT. Total £411.25

Postcode:

**Non Local Authority Sector Rate**  
£450.00 plus £78.75 VAT. Total £528.75

Contact Name:

Order No. \_\_\_\_\_

Tel:

Fax:

Email:

**Community/Voluntary Sector Rate**

A limited number of places are available for representatives from small community and voluntary organisations at a reduced rate. Please contact the Conference Administrator at the address above for further details.

Title (Clr/Mr/Ms/Mrs/Miss)

Delegate's Name

Designation

Email:

Please tick as appropriate. Please also ensure remittance advice contains full event details.

Facilities/information requested (please tick as applicable)

Vegetarian diet    Vegan diet    Wheelchair access  
Induction loop    Large print    Other

I enclose a cheque for £ \_\_\_\_\_ made payable  
to the Local Government Association

Please invoice us for £ \_\_\_\_\_ quoting ref: **C2401**  
Please forward a VAT receipt in due course

Political Party (please tick as applicable)

Labour    Conservative    Liberal Democrat  
Independent    Other    Other

By BACS: to the Co-operative Bank, 08-90-61  
a/c number 50041569

A VAT receipt will be sent to you in due course – LGA VAT No. 676078707

Signature

Date

Unfortunately we are unable to accept telephone bookings but fax bookings are acceptable.

**Data Protection Act 1998** The LGA handles personal data in accordance with the Data Protection Act 1998. Sometimes we may pass on your details to third parties for marketing purposes or for mailing information about goods and services that we believe may be of interest to you. If you **do not** wish this information to be used by **third parties** for these purposes please indicate this by placing a cross in the box. If you **do not** wish to be notified about future **LGA conferences and events** please indicate by placing a cross in the box.