Accommodation Booking Form - CCTA Conference and Gala Dinner 2010
Thursday 16th December 2010 - The Leicester Marriott Hotel - LE19 1SW

Company Name:	Business Type:
Address:	
County:	Postcode:
Telephone:	Email:

Guest name	Standard room single occupancy	Standard double occupancy	Executive room single occupancy	Executive double occupancy	Arrival Date	Departure Date	Late check in required	Total £ Exc VAT

Room Prices:	£ Price including VAT
Standard Single Occupancy	115.00
Standard Double Occupancy	125.00
Executive Single Occupancy	135.00
Executive Double Occupancy	145.00

Notes: rates shown are per room, and include breakfast. Normal check-in time 2.00 pm

Sub total	
Total payable inc. VAT	

Cancellations:
We have secured a block booking of rooms at the Leicester Marriott Hotel. Once all those rooms have been allocated, we will endeavour to place you as near to the venue as possible.
In accordance with the hotel's cancellation policy, charges will be incurred for cancellation of pre-booked rooms, based on a percentage of the total cost, as follows:
Over 90 days = 10% 90 to 61 days = £25% 60 to 30 days = 40% less than 30days = 100%

How to pay:
ALL payment options are available online at www.ccta.co.uk – Events

☐ **Pay by cheque:**
Complete this form, enclose a cheque payable to CCTA, and post to:
CCTA Suite 4,The Wave, 1 View Croft Road, Shipley, West Yorkshire, BD17 7DU.

☐ **Pay by BACS:**
Note: we must receive a remittance advice with the booking form for all BACS payments
Bank Transfer: Quoting reference Conference 10 Bank Account Number: 36182532
Name of Bank Account: Consumer Credit Trade Association Sort Code: 60-09-15
Bank Address: Natwest Bank, PO Box 2027, 125 Great Portland Street, London, W1A 1GA

☐ **Book online and pay by credit card:**
You can now submit payments online using our secure payment facility

Please book the above hotel accommodation on my behalf. I understand that this booking is made subject to Leicester Marriott terms and conditions, and that the reservation will only be secured once full payment has been received by CCTA.

Booking Authorised by: **Position:** **Signature:** **Date:**

Full Hotel details and directions will be enclosed in your delegate pack. If you have any problems or queries...
Call: 01274 714959 **email: marketing@ccta.co.uk** **Fax: 0845 257 1199**