

**THE INSURANCE INSTITUTE OF NORTHERN IRELAND ANNUAL DINNER**

**BOOKING FORM**

**FRIDAY 10th JANUARY 2020 @ 7PM**

**CULLODEN HOTEL, CRAIGAVAD**

|  |  |
| --- | --- |
| **COMPANY NAME** |  |
| **ADDRESS** |  |
| **CONTACT NAME** |  |
| **TEL. NO.** |  |
| **E-MAIL** |  |

**PLEASE CONFIRM YOUR BOOKING REQUIREMENTS:**

|  |  |
| --- | --- |
| **HOW MANY IN YOUR PARTY?**N.B. tables are in 10’s but smaller parties can be accommodated on shared tables). |  |
| **IINI MEMBER/TABLE HOST(S)**N.B. each table must be hosted by one of your **own** employees who is also a current Insurance Institute of Northern Ireland member |  |
| **SPECIAL DIETARY REQUIREMENTS?**Please confirm name of guest(s) and dietary requirement.  |  |

**Please return this Booking Form before noon Friday 29th November 2019 to:-**

**Gary Ennis**

**Lockton Companies LLP**

**2 Clarence Street West, Belfast, BT2 7GP e-mail:** **gary.ennis@uk.lockton.com**

**Private Reception Rooms**

A limited number of reception rooms are available for use before and after the Dinner. Cost of hire £200 inclusive of VAT - a range of rooms are available to accommodate parties of various sizes. Please note below if you need a reception room and we will contact you to discuss your specific requirements.

The account for your private reception room, including drinks will be sent to you direct from the Hotel.

Reception room required - Yes / No

**Overnight Accommodation**

A “special dinner rate” has been agreed with the Culloden Hotel of £150 for a single room and £195 for double occupancy. These rates represent a significant reduction on the standard rate and include breakfast.

**Room bookings will be confirmed on a “first come, first served basis”.**

As we have secured a discounted rate the Hotel has advised that any rooms cancelled **MUST** be paid for - we would therefore appreciate your assistance and ask you to limit the number of rooms you are requesting to **“firm bookings”** only as you will be liable for payment once reserved.

**Accounts to be settled by your guests on departure.**

**Please note - the Hotel has confirmed that bookings and amendments will only be accepted via the Dinner Secretary.**

**How many single rooms do you require?**

|  |  |  |
| --- | --- | --- |
| **Guest Names** | 1. |  |
|  | 2. |  |
|  | 3. |  |
|  | 4. |  |

**How many double rooms do you require?**

|  |  |  |
| --- | --- | --- |
| **Guest Names** | 1. |  |
|  | 2. |  |
|  | 3. |  |
|  | 4. |  |