

## TABLE BOOKING FORM

Wednesday 13<sup>th</sup> November 2019 at Royal Lancaster London, Lancaster Terrace, London W2 2TY

### INCLUDED IN THE PRICE OF EACH TICKET

- Luxurious drinks reception
- 5\* 3-course dinner, petit fours and coffee
- Half bottle of wine per person as well as still and sparkling waters
- The full Brick Awards ceremony
- An evening of entertainment including a live band

Please complete this form in block capitals and return by email to [matildemenegotto@brick.org.uk](mailto:matildemenegotto@brick.org.uk) by Friday 25<sup>th</sup> October 2019.

### BOOKING DETAILS

Contact name: \_\_\_\_\_

Company name: \_\_\_\_\_

Invoice address: \_\_\_\_\_

Ticket address (if different): \_\_\_\_\_

Invoice email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

I would like to book the following (please enter the quantity of each type of ticket):

X **individual** tickets (per person) at £315 each (exc. VAT)

X **table** tickets (per 12 people) at £3550 each (exc. VAT)

### TERMS AND CONDITIONS

1. Invoices will be issued within 7 working days of Table Booking Form receipt
2. Invoices must be settled in full, by BACS, within 14 days of the invoice date or, immediately if booked within the 28 days immediately preceding the event
3. Table bookings are non-refundable
4. Guests' Details Forms (to be provided) must be completed and returned by Friday 1<sup>st</sup> November 2019

By completing and returning this form you agree to the BDA processing your data in accordance with the attached data protection statement.

The personal data that you the individual provides during the process of purchasing a ticket/table/publication related to the Brick Awards, will be stored and processed by The Brick Development Association Ltd (BDA), who owns and administrates the event and related publications.

The BDA will store such data on its internal database and on some carefully selected third-party platforms, such as Award Force Pty Ltd, Sage (UK) Ltd and The Rocket Science Group (Mailchimp), in order to effectively communicate that which ticket/table/publication purchasers and attendees need to know during the lead-up to and post- the event. We may store the data on other internal and external platforms should the need arise in order to fulfil this objective. In all cases, the data is only accessible to named members of staff and is password-protected. Your data will be shared only with BDA-member companies, who collectively own the BDA.

Many individuals who purchase tickets/tables/publications or attend the Brick Awards do so on an annual basis, and as such rely on the fact that the BDA records their basic personal data, to keep the process of making new bookings as simple and quick as possible and to ensure the highest level of customer service. This includes receiving scheduled emails about forthcoming Brick Awards and the closely-related Brick Works event series. For this reason, the BDA will store relevant personal data for a further two years, following the close of the Brick Awards 2019.

At the point at which a further two years has passed, the BDA will contact attendees and those who have purchased tickets/tables/publications individually to confirm the wish for this personal data to continue to be stored in this way, unless through their actions, it is made clear that their interest continues e.g. by entering/attending/voting in subsequent years. All individuals whose personal data we hold do have the right however, to request that this data be deleted at any time. Under the General Data Protection Regulation (GDPR), individuals are entitled to:

1. Obtain confirmation that their personal data is being processed
2. Access their personal data
3. Correct inaccurate personal data
4. Erase their personal data
5. Restrict the processing of their personal data

As the BDA acts as both 'data controller', meaning it determines the use of the data, and 'data processor', meaning it obtains, holds and processes the data, all such requests should be made directly to it, by following these steps:

1. Write to The Brick Development Association, The Building Centre, 26 Store Street, London, WC1E 7BT.
2. Include your name, address and contact telephone number
3. Include details of the specific information you require and any relevant dates

The BDA will fulfil your request within one month.

Should you wish to speak with someone at the BDA please do not hesitate to contact it in writing or by telephone on 0207 3237030.

Further details about data protection rights can be read on <https://ico.org.uk>