**EVENT – IAPF Dinner 2020**

**DATE – 27th February 2020**

**Please complete this form and email to** [**fandb.burlingtonroad@claytonhotels.com**](mailto:fandb.burlingtonroad@claytonhotels.com)

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| --- | --- |
| **BOOKER'S NAME:** |  |
| **COMPANY NAME:** |  |
| **ADDRESS:** |  |
| **PHONE NUMBER:** |  |
| **EMAIL ADDRESS:** |  |
| **CARDHOLDER'S NAME:** |  |
| **CARDHOLDER'S ADDRESS:** |  |

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| **PRE-EVENT ORDER** | **BIN NUMBER** | **NAME** | **PRICE** | **QUANTITY** |
| **RED WINE:** |  |  |  |  |
| **WHITE WINE:** |  |  |  |  |

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| **PLEASE INDICATE HERE IF YOU WISH TO RUN A TAB ON THE NIGHT OF THE EVENT FOR EXTRA WINE OR FOR OTHER DRINKS:** |  |
| **MAXIMUM AMOUNT HOTEL IS AUTHORISED TO CHARGE FOR THE TAB\*:** |  |

**\*Please note that this is the maximum amount that you authorise the hotel to charge on the night of the event to the same card that will be charged for your pre-event order, and charges up to this amount will only be processed if extra beverage is ordered by your company at the event.**

**Once this form has been completed and returned to** [**fandb.burlingtonroad@claytonhotels.com**](mailto:fandb.burlingtonroad@claytonhotels.com)**, you will receive a link to SOTpay, which is a cloud-based application that secures sensitive card data and protects merchants and customers. SOTpay allows you to input your card information and authorise prepayment for your pre-event order. Please note that your order is not complete until payment has been received through SOTpay.**

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| --- | --- |
| **NAME:** |  |
| **SIGNATURE:** |  |