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## **TABLE BOOKING TERMS AND CONDITIONS**

### **Dress code**

Dress code- Black Tie

### **What is included in the price**

Each ticket price includes a cocktail reception and three-course dinner with wine. All entertainment included.

### **Booking confirmation**

Confirmation of your booking and a VAT invoice will be sent to you shortly after receipt of your application form and payment. If you do not receive your booking confirmation within two weeks of making your application, please telephone +44 (0) 1543 57 86 89

### **Cancellations**

Cancellations received in writing before 1pm on 8<sup>st</sup> December 2011 will be subject to a 20% administration fee. If any notice of cancellation received after 8 December 2011 by Clever Duck Media, no refund will be made.

In exceptional circumstances, Clever Duck Media reserves the right to change the programme without notice and or refuse bookings. Clever Duck Media reserves the right to transfer event to alternative venue, whether or not within the curtilage of the said original venue or to hold event on alternative dates

In the event that the ceremony is cancelled, you will be refunded the full value of your ticket price.