



FAMILY CONFERENCE BOOKING FORM

Friday 21st – Sunday 23rd April 2017, Hilton Hotel, Northampton

This form should be completed and returned to Julie Sales as soon as possible, to reserve your place at the BBS UK Annual Family Conference across the weekend of 21st-23rd April 2017. As in previous years, activities and meetings will take place from the evening of Friday 21st April and will continue throughout the weekend; should you wish to stay at the Hilton Hotel or in a hotel nearby, **accommodation and meals** should be booked directly with your hotel of choice. We have negotiated a favourable dinner, bed and breakfast rate with the Hilton, details of how to book can be found below.

1. Conference Booking Details

Name (Booking Lead)		
Address		
Home Tel. No.		Mobile:
Email		

Hotel accommodation on a dinner, bed and breakfast rate should be booked and paid for directly with the hotel. The cost of attending the BBS UK Saturday Conference (programme, luxury buffet lunch and organised trips to Drayton Manor Park or Bowling) is as follows:

BBS Family Members (Parents/Grandparents/Siblings)	£20
Individuals who have BBS	Free
17yrs + Under	Free
BBS Clinics Team Members	Free
General Delegates	£30
Professionals	£50

Refreshments and lunch are included. Please indicate below, the names of those attending, including the age of all those under 18:

	Name	Amount Payable
1		£
2		£
3		£
4		£
5		£
6		£
	Total to be paid by end of February 2017	£
	Cheques made payable to BBS UK	

2. Now Book Your Hotel

ALL delegates are responsible for booking and paying for their own accommodation on a bed, breakfast and evening meal basis. If you wish to stay at the Hilton Hotel, please follow the steps below. The Hilton can accommodate family groups utilising sofa-beds and z-beds, please phone the hotel to discuss requirements.

To book your room, follow the four steps below:

1. Telephone the Hilton Hotel, Northampton on **01604 700666**
2. Call **Monday to Friday** only between **9am and 5pm** and ask for **Beckey Roberts** or **The Conference Team**.
3. The team will have a booking form to complete for you, so make sure you have all your details and requirements ready. Ground floor rooms are limited so please only request if necessary.
4. You will need a debit/credit card to secure your room, however no payment will be taken until departure.

Hotel Tariff:

Single Room (1 double bed) For 1 person	Dinner/ Bed/breakfast	£78.00 per room per night
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Double Room (1 double bed) For 2 persons sharing	Dinner/Bed/breakfast	£120.00 per room per night
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Twin/Family Room (2 double beds) <i>For 2 persons sharing only – children and additional adults will incur the following charges:</i>	Dinner/Bed/Breakfast	£120.00 per room per night
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Per child in room (6-17yrs)	Dinner/Bed/Breakfast	£17 per night
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Per Additional adult (17yrs and over)	Dinner/Bed/Breakfast	£25 per night
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- The hotel has a small number of interconnecting rooms available on request.
- Z beds and cots are available at an additional price of £20.00 and £12.00 respectively.

Please tick the appropriate box

We have booked in with the Hilton Hotel

Delete as appropriate

 Fri / Sat

We will book with the Hilton Hotel nearer the time

 Fri / Sat

We are booking an alternative hotel

 Fri / Sat

Day Delegate Only

Want to stay somewhere else?

If guests wish to stay elsewhere, they have the option of eating with fellow delegates at the Conference venue on the Friday and Saturday evening at the following rates:

Evening Meal (3 courses): Adults (15yrs+): £18.95; Children (6-15yrs): £8.50; 5yrs and under: Free

Please complete **only** if you would like to eat at the hotel during the weekend but will be staying elsewhere:

Friday Evening Meal			Saturday Evening Meal		
<input type="checkbox"/>	X Adults @ £18.95	= <input type="text" value="£"/>	<input type="checkbox"/>	X Adults @ £18.95	= <input type="text" value="£"/>
<input type="checkbox"/>	X Children @ £8.50	= <input type="text" value="£"/>	<input type="checkbox"/>	X Children @ £8.50	= <input type="text" value="£"/>
<input type="checkbox"/>	X Child @ FoC	= <input type="text" value="£"/>	<input type="checkbox"/>	X Child @ FoC	= <input type="text" value="£"/>
	Total Friday	= <input type="text" value="£"/>		Total Saturday	= <input type="text" value="£"/>
				Grand Total	= <input type="text" value="£"/>

A cheque for the total monies owed should be sent to BBS UK by the end of February 2017.

3. Further Information

Please list any dietary requirements or allergies, i.e Diabetic, Gluten Free, Dairy Free:

To be completed for those going to Drayton Manor Park or Bowling only. Those attending the Conference programme do not need to complete:

Please indicate below the trip you or your child/young adult would like to take part in. Please also include the name(s) of any adults you wish to accompany them; **we have a limited team of carers/sighted guides available for the trips (first come basis) and encourage family members/friends to provide their own carers/assistants where possible.**

***Delete as applicable:** We will / will not need childcare / assistance for Drayton Manor / Bowling

Name	Age	Delete as applicable:	T-Shirt Size	Creche 0-5 yrs	Drayton Manor 5yrs+	Bowling 13yrs+
		Guest/Carer/Assistant				
		Guest/Carer/Assistant				
		Guest/Carer/Assistant				
		Guest/Carer/Assistant				
		Guest/Carer/Assistant				

Delegate's Information Packs will be distributed prior to the conference in the required format. Emailed PDF and Word files can be accessed via tablets which will save considerable paper waste. Please indicate how you would like to receive your pack by ticking the relevant box:

Emailed PDF File Emailed Word File Braille Copy
Printed Copy Large Print Copy

- I/we give permission for any **photographs** taken during the weekend to be used by the Charity for Conference Reports and Newsletters:

Signed:

Date:

4. Additional Information:

Once you have completed all stages and sections of this form, please return it to the address below, enclosing your deposit:

Julie Sales
1 Blackthorn Avenue
Southborough
Tunbridge Wells
Kent
TN4 9YA

E-mail: julie.sales@bbsuk.org.uk or tonia.hymers@bbsuk.org.uk
Telephone: Julie Sales 01892 685311 or Tonia Hymers: 07805 685342

All bookings must be paid in full by 28th February 2017, cheques payable to BBS UK