



**Bishop Otter College Guild Reunion Weekend – 30th August to 1st September 2019**

**BOOKING FORM**

Bookings for meals and accommodation must be made in advance directly to the University using this form.

Only pre-ordered dinners and lunches will be available at the Reunion weekend.  
Extra nights' accommodation are available directly via the Accommodation Office on request.

**If you are just attending the Reunion (and not dining) you still need to return this form so the University knows the number of chairs to arrange in The Chapel and produce name badges.**

**Please remember that a £3.00 administration fee is payable for each person attending the Reunion to help cover The Guild's costs.**

Payment can be made either by cheque or card by 2<sup>nd</sup> August 2019. All prices are per person and include VAT.

Cheque payments are to be returned with this form – if you prefer to pay by debit/credit card please indicate below and the University will call you to take card details securely over the phone.

*The University offers refunds only for cancellations resulting from unforeseen medical circumstances.*

*Direct Line of the Conference Office: 01243 812140 (Mon-Fri 9am-4.30pm) or*

*Email: [conference@chi.ac.uk](mailto:conference@chi.ac.uk)*

Please retain a copy of this form for your reference.

**Name: (please print clearly)** .....

**Address:** .....

.....

..... **Postcode:** .....

**Telephone No:** ..... **Mobile No:** .....

**Email Address:** .....

**Names of those attending reunion:**

Name	Maiden Name (if appropriate)	College Years (if appropriate)

PAYMENT BY CHEQUE Yes/No (Delete as appropriate)

*Please attach a cheque for the total sum to this form.*

**Please make cheques payable to: Chichester Enterprises Limited**

PAYMENT BY CARD Yes/No (Delete as appropriate)

Telephone Number to call for card details: \_\_\_\_\_

**PARKING**

The University parking regulations require all those using the car parks on Friday afternoon before 17.00 and overnight to display a valid parking permit.

There are no parking restrictions during the day at weekends.

Please state if you require a parking permit Yes / No

<b>Bed &amp; Breakfast and Meal Charges</b>	<b>Cost per Guest</b>	<b>No of Guests</b>	<b>Total</b>
<b>Friday Night – 30<sup>th</sup> August 2019</b>			
Welcome Dinner – 7 p.m. Otters Restaurant	£18.50		
Bed and Breakfast En-suite Single Room	£40.50		
<b>Saturday – 31<sup>st</sup> August 2019</b>			
Reunion Lunch – 1.15 p.m. Otters Restaurant	£20.00		
Bed and Breakfast En-suite Single Room	£40.50		
<b>Sunday – 1<sup>st</sup> August 2019</b>			
Bed and Breakfast En-suite Single Room	£40.50		
Bishop Otter College Guild Administration Fee (per person) <i>*The admin charge is necessary to help meet Guild costs.</i>	£3.00		
<b>TOTAL</b>			<b>£</b>

**Please make cheques payable to: Chichester Enterprises Limited**

**If you are staying in University accommodation:**

**I would like to be in the same Hall Of Residence\***

**As:** .....

\*Whilst we will make every effort to meet your requirements we would remind you that because of the layout of accommodation we cannot guarantee to meet all requests.

**Please state any other requirements: e.g. ground floor room etc.**

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 .....

**Please state any dietary requirements: e.g. vegetarian/vegan/gluten free/allergy etc**

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Please return this booking form and cheques to the University address below by 2<sup>nd</sup> August 2019

Conference Office (Guild Reunion)  
 University of Chichester  
 Bishop Otter Campus  
 Chichester  
 West Sussex  
 PO19 6PE

Please note the University will book and send confirmation in batches during the summer so please bear with us during this busy period.

We look forward to seeing you