

The Reservation Request form...

... is created and used on the advert for the event on IBM Club London West website. While the format is pretty much "boiler plate", each Reservation Request form is modified to suit the event. A typical example looks like this...

Reservation Request form for a Tour of The Tower of London - 14 November 2015

Your Name

IBM Personnel Number

Check the box below to confirm that you are a registered IBM Club Member and therefore entitled to request tickets/places at the IBM Club Member price.
 I confirm that I am a registered IBM Club Member and therefore entitled to request tickets/places at the IBM Club Member price, for this event.

Your Email id

Phone (mobile preferred)

Address (for sending tickets)

IBM CLUB MEMBER PLACES

Enter the number of IBM Club member Adult Places required @ £12.50 per person

Enter the number of IBM Club member Child (5-15 Years) Places required @ £5.50 per child - Under 5yrs are FREE!

NON IBM CLUB MEMBER PLACES - if available

Enter the number of non-member Adult Places required @ £19.80 per person

Enter the number of non-member Child (5-15yrs) Places required @ £9 per person

- 1) IBM Club accepts no responsibility for your participation in this event.
- 2) Club Members are IBMers, Spouses/Partners or a nominated Guest (in lieu of Spouse/Partner) and Children under 18.
- 3) Participant places will be allocated on a first come first served basis.
- 4) Neither IBM or the IBM Club are responsible for tickets that are lost through the mail.
- 5) A request for tickets represents an agreement on your part to purchase tickets if available. The Club cannot accept any responsibility for changes to your own requirements and all tickets ordered for must be paid for, whether collected or not.

Please check the box below to confirm that you have read and accept the terms of conditions related to requesting tickets/places on IBM Club London West events.
 I confirm I have read and accept the terms and conditions for requesting tickets/places on IBM Club London West Events

!!!! - PLEASE READ THE INFORMATION BELOW. IT TELLS YOU WHAT WILL HAPPEN ONCE YOU SUBMIT YOUR RESERVATION REQUEST FORM - !!!!

When you click on the SUBMIT button below a confirmation submission message will appear, in place of the Reservation Request Form, on the website page. Once all requests have been received the organiser for this event will send you a confirmation email at which time you are asked to make payment for your places within 5 working days, either by bank transfer or cheque, as per the details in the confirmation email. If payment is not received within 5 working days we reserve the right to cancel your reservation and offer the places to other interested parties.

Submit

If you need to vary the form for your event then please email Gary with the details.

When the form is submitted an email will be sent from Yola to the event organiser with details of the member's request. Once sufficient requests have been received to guarantee that the event can run (usually 10 or more attendees but this will be agreed with the Committee when the event is given approval) the organiser can email the successful member applicants to confirm their place(s) and to request payment. An example of such a email can be found on the Event Planning Material page of the website.

