

# FRIENDS OF THE COURTAULD INSTITUTE OF ART

EVENTS BOOKING FORM SPRING/SUMMER 2012

EVENT	DATE	START TIME	TICKET PRICES FRIENDS/GUEST	TICKETS	GUEST NAME*	TOTAL £
16 STAFFORD TERRACE	2 FEB	11AM	£15/£25		*	
MONDRIAN II NICHOLSON PV	15 FEB	3PM	FREE/£15		*	
AGM	23 FEB	4.15PM	FREE		NO GUESTS	
HIGHLIGHTS TOUR	23 FEB	5PM	FREE/£10		*	
DICKENS MUSEUM	28 MAR	6PM	£22.50/£32.50			
PICASSO LECTURE	26 APR	6.30PM	£5 PAY AT DOOR			
CHELSEA PHYSIC GARDEN	11 MAY	12 NOON	£17.50/£25		*	
CHISWICK HOUSE & GARDEN	21 MAY	11AM	£20/£30			
STRAWBERRY HILL	11 JUN	10.45AM	£20/£30		*	
MASTER DRAWINGS PV	13 JUN	3PM	FREE/£15		*	
HIGHLIGHTS TOUR	28 JUN	5PM	FREE/£10		*	
STANLEY SPENCER GALLERY	13 JUL	11AM	£15/£25		*	
BUCKINGHAM PALACE & GDNS	8 SEP	11AM	£25/£35		*	
*For these events only one guest per Friend						
I would like to renew/become a Friend at £50 per annum						
I would like to make a donation to the Friends						
I have a credit from previous unattended events that I would like to use						-
<b>TOTAL AMOUNT TO PAY</b>						<b>£</b>
<b>GIFT AID</b>						
I would like The Friends of The Courtauld ('the charity') to claim basic tax relief on all qualifying donations made in the past four years prior to this donation and all further gifts I make from the date of this declaration - until I notify you otherwise. I confirm I am a UK taxpayer and that I have paid an amount of UK Income Tax and/or Capital Gains Tax for each tax year (6 April one year to 5 April the next) that is at least equal to the amount of tax that the charity will reclaim on my gifts for that year.						
SIGNATURE		DATE		2012		<i>giftaid it</i>
<b>CONTACT DETAILS</b>						
FULL NAME						
HOME PHONE		WORK PHONE		MOBILE PHONE		
EMAIL ADDRESS				MEMB. NO.		
<b>PAYMENT DETAILS</b> <i>We prefer credit or debit card payments so we can charge for those events that you have booked and are still available.</i>						
A I enclose an open cheque to a maximum amount of £ made payable to 'The Friends of The Courtauld Institute'						
B Please charge my credit/debit/switch card with £						
CARD NUMBER				EXPIRY DATE		
SECURITY CODE		START DATE		ISSUE NO		
NAME ON CARD IF DIFFERENT FROM ABOVE						
SIGNATURE		DATE		2012		

SEE REVERSE SIDE FOR HOW TO BOOK AND BOOKING CONDITIONS

# HOW TO BOOK AND BOOKING CONDITIONS

## BOOKING

Please return booking form and payment to: Pia Rainey, Friends Manager, Development Office, The Courtauld Institute of Art, Somerset House, Strand, London WC2R 0RN

or

Phone Pia Rainey on 020 7848 1448 and pay by credit/debit card

## PAYMENT

We prefer payment by credit/debit card. However, if you still wish to pay by cheque, please leave the amount on your cheque open but state 'maximum amount' on top of the cheque in numbers, for example max £35.00; this is the amount that would be payable if all the tickets you requested would be allocated.

## NO PAPER TICKETS

Please note that we do not send out tickets for events, to save on administration and postage costs. Unless you hear to the contrary within 10 days your booking is confirmed. We will however always send you a reminder email with the meeting details about one week before each event, so it is important that we have your correct email address on your booking form. Those who do not have an email address will be reminded by telephone or letter. If you do not receive an email with the meeting details and you think you have booked, please contact Pia Rainey.

## CANCELLATION

If you are no longer able to attend an event and you give us two weeks' notice (four weeks for the Buckingham Palace event), we will credit you for the amount of the ticket minus £10 administration charge per ticket.

## GUESTS

In order to allow as many Friends as possible to come to events, you may now only bring one guest to each event as a rule unless under 'tickets' it states 'guests'. You may always contact Pia Rainey about one week before the event to see if there is room for (more) guests.

## ADVANCE BOOKING

All events need to be booked in advance even if there is no charge or the ticket is payable at the door.