**Event booking and admin service**

The Information on this form should be completed in full or as applicable before IHBC Enterprises will promote the event. Subsequent significant changes to the programme may incur an extra charge.

**1. Branch details**

|  |  |
| --- | --- |
| Branch |  |
| Key event branch contact |  |
| Contact email |  |

**2. Service required**

|  |  |
| --- | --- |
| Service option | Tick or  enter X |
| **Basic variable rate option** based on number of delegates |  |
| Up to 50 delegates: £300 (+VAT) |  |
| Up to 100 delegates: £330 (+VAT) |  |
| Over 100 delegates: £370 (+VAT) |  |
| **Enhanced Fixed rate option** regardless of delegate numbers: £500 (+VAT) |  |
| Additional service options |  |
| Changes to delegate rate during the booking period (i.e. ‘early bird’ and standard): £75 (+VAT) |  |
| Drawing up and sending by email a feedback survey to delegates: £75 (+VAT) |  |
| Any supplementary charges to standard delegate fees, for example - additional fees for tours: £75 (+VAT) |  |
| Weekly spreadsheet update of bookings: £50 (+VAT) |  |
| Any additional email circulations to delegates: £30 (+VAT) |  |
| Raising invoices for delegates/organisations unable to pay by card: £50 (+VAT) |  |

**3. Event details**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event title |  | | | | | | | |
| Event date |  | | | | | | | |
| Location |  | | | | | | | |
| Format (tick or enter X) | In-person | |  | Online | |  | Hybrid |  |
| Start and finish times |  | | | |  | | | |
| Fees  (including tiered rate for members and non-members) |  | | | | | | | |
| What catering will be provided?  (i.e. tea, coffee, lunch etc.) | |  | | | | | | |
| Any specific details of venue to be noted- access etc. | |  | | | | | | |
| Date bookings to be opened | |  | | | | | | |
| Date bookings to be closed/ maximum number of delegates | |  | | | | | | |
| Event overview - Provide a brief introductory summary of your event (up to 250 words) | | | | | | | | |
|  | | | | | | | | |

### Event programme *Please provide a full itinerary for the day*

| Time | Speaker name | Title of presentation | Any other information |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **Speaker biographies**

|  |  |
| --- | --- |
| **Speaker Name** | **Short Biography** |
|  |  |
|  |  |
|  |  |
|  |  |

IHBC Enterprises Ltd supports the work of the Institute of Historic Building Conservation

Registered Office: Jubilee House, High Street, Tisbury, Wiltshire SP3 6HA. Limited company registered in England No: 06473470. VAT registration number 928 2178 09

February 2024